

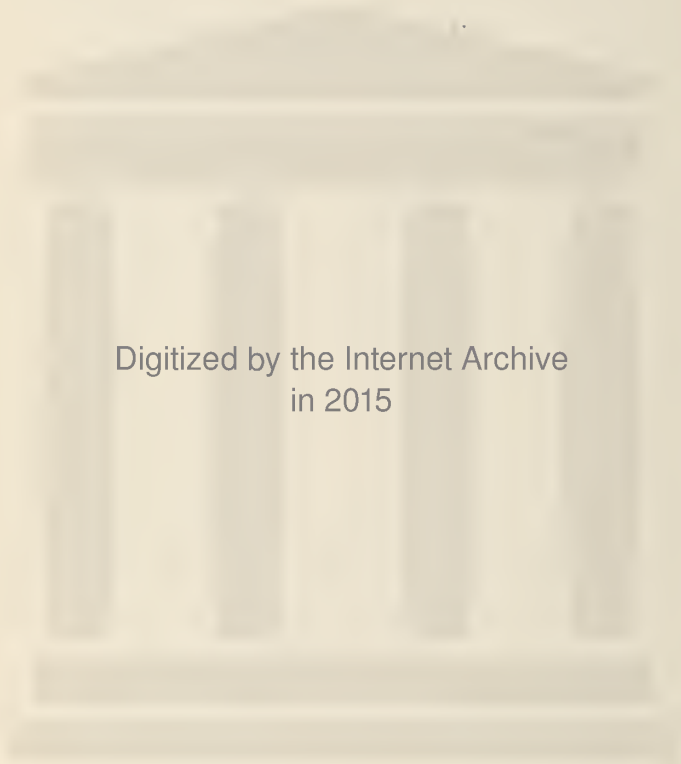
HOSPITAL

The New York
Academy of Medicine



Gift from the
Publisher

WITHDRAWN
1.5 3 2009
THE NEW YORK ACADEMY
OF MEDICINE LIBRARY



Digitized by the Internet Archive
in 2015

FIFTEENTH ANNUAL REPORT

OF THE

Nursing Service

OF

**Bellevue, Harlem, Fordham
& Gouverneur Hospitals**

AND

SIXTY-SEVENTH ANNUAL REPORT

OF THE

BELLEVUE TRAINING SCHOOL FOR NURSES

**PRESENTED TO THE
DEPARTMENT OF HOSPITALS
NEW YORK CITY**

100-100-100
DEC 10 1940
LIBRARY

1 9 4 0

FIFTEENTH ANNUAL REPORT
OF THE
Nursing Service
OF
**Bellevue, Harlem, Fordham
& Gouverneur Hospitals**
AND
SIXTY-SEVENTH ANNUAL REPORT
OF THE
BELLEVUE TRAINING SCHOOL FOR NURSES

PRESENTED TO THE
DEPARTMENT OF HOSPITALS
NEW YORK CITY

1 9 4 0

FIFTEENTH ANNUAL REPORT of the

Nursing Service

of

Bellevue, Harlem, Fordham & Gouverneur Hospitals

1940

BY-LAWS

of

The Schools for Nursing of Bellevue and Allied Hospitals

Adopted by the Board of Trustees at the Meeting of December
31, 1924

* See note

1. The Schools for Nursing shall be conducted at Bellevue Hospital, and at Harlem Hospital, and at Fordham Hospital, and at Gouverneur Hospital, as soon as conditions at these two latter hospitals will permit.

2. The School at each Hospital shall be under the direction and management of the Board of Managers of the Schools for Nursing of Bellevue and Allied Hospitals, subject to the approval of the Board of Trustees. These several schools shall be known as the Schools for Nursing of Bellevue and Allied Hospitals.

3. Appointments to the major executive and educational positions in the several schools shall be made by the Board of Managers of the Schools for Nursing of Bellevue and Allied Hospitals, subject to the approval of the Board of Trustees.

* Note—Subject to an amendment to the Greater New York Charter in 1928, a Department of Hospitals was created. Clause 692g, Training schools for Nurses reads in part:

"A training school for nurses heretofore established in connection with any hospital subject to the jurisdiction of the department is continued; and any contract heretofore made by the board of trustees of Bellevue and Allied hospitals for the occupation and use of any building or buildings as a training school for nurses shall be carried out according to its terms, by the department of hospitals established by this title."

4. Dismissals of those holding major executive and educational positions in the several schools shall be made by the Board of Managers of the Schools for Nursing of Bellevue and Allied Hospitals, subject to the approval of the Board of Trustees.

5. The conduct and management of the Schools by the Board of Managers of the Schools for Nursing of Bellevue and Allied Hospitals may be terminated by either party six months after notice is given to that effect.

RESOLUTION GOVERNING THE RELATIONS OF THE BOARD OF MANAGERS OF THE SCHOOLS OF NURSING WITH THE BOARD OF TRUSTEES OF BELLEVUE AND ALLIED HOSPITALS

Adopted by the Board of Trustees of Bellevue and Allied Hospitals at the Meeting December 31, 1924

Resolved, That Schools for Nursing be established by the Board of Trustees in Bellevue and Allied Hospitals, City of New York, to be known as the Schools for Nursing of Bellevue and Allied Hospitals, under the direction and control of the Board of Trustees of Bellevue and Allied Hospitals.

That the Board of Managers of the Schools for Nursing of Bellevue and Allied Hospitals be composed of the present Board of Managers of the Bellevue Training School for Nurses.

That the Board of Managers of the Schools for Nursing of Bellevue and Allied Hospitals shall consist of the thirty members of the Board of Managers of the present Bellevue Training School for Nurses.

That the members of the Board of Managers of the Schools for Nursing of Bellevue and Allied Hospitals shall be appointed for a period of six years, the terms of five to expire each year.

That the present members of the Board of Managers of the Bellevue Training School for Nurses serve the terms for which they have been appointed as Managers of the Bellevue Training School for Nurses, as members of the Board of Managers of the Schools for Nursing of Bellevue and Allied Hospitals.

That the group of five members of the Board of Managers of the Bellevue Training School for Nurses whose terms expire February 1, 1925, be filled by appointment by the Board of Trustees of Bellevue and Allied Hospitals on or before February 1, 1925, from a list of names to be submitted by the present Board of Managers of the Bellevue Training School for Nurses on or before January 15, 1925.

That vacancies that occur in the Board of Managers of the Schools for Nursing of Bellevue and Allied Hospitals shall be filled by appointment by the Board of Trustees of Bellevue and Allied Hospitals on or before February 1st of each year, from a list of names to be submitted by the Board of Managers of the Schools for Nursing of Bellevue and Allied Hospitals, on or before January 15th of each year.

That in the event of a position in the Board of Managers becoming vacant before the expiration of the term of any member, the vacancy shall be filled by the Board of Trustees of Bellevue and Allied Hospitals from a list of names submitted by the Board of Managers of the Schools for Nursing of Bellevue and Allied Hospitals.

RULES GOVERNING THE BOARD OF MANAGERS OF THE SCHOOLS FOR NURSING

Adopted by the Board of Managers of the Schools for Nursing
of Bellevue and Allied Hospitals 1925

I. MEMBERSHIP

Members shall be appointed for a period of six years, the terms of five to expire each year, as per the Resolution of the Board of Trustees, December 31, 1924, and shall serve without compensation.

II. OFFICERS AND DUTIES OF OFFICERS

The Officers, and the duties of Officers, shall be the same as those provided for in the By-laws of the Board of Managers of the Bellevue Training School for Nurses, sections V, VII, VIII, IX, X, XI. *

III. MEETINGS

The Board of Managers shall hold meetings at the Nurses' Residence on the first and third Fridays of each month, except during June, July, August, and September; and such other meetings as the President may call, or as may be called on the written request of three members of the Board. Five members shall constitute a quorum.

IV. REPORTS

The Board of Managers shall make an annual report to the Board of Trustees, and shall send the Trustees a copy of the Minutes of their regular meetings.

* See Constitution and By-laws page 59.

V. COMMITTEES

There shall be the following Committees, and such others as shall be created by the Board from time to time:

Executive Committee,
Ward Visiting Committee for Bellevue,
House Committee for Bellevue,
Committee on Personnel Work for Bellevue,
Committee on the Mills School,
Harlem Hospital Committee,
Fordham Hospital Committee,
Gouverneur Hospital Committee.

VI. AMENDMENTS

These Rules may be amended by a two-thirds vote of the members present at any regular meeting, due notice having been given in writing to all members. Any amendment to these Rules must be sent to the Board of Trustees.

BOARD OF MANAGERS

of the Nursing Service

Bellevue, Harlem, Fordham and Gouverneur Hospitals

OFFICERS — 1940

President

MRS. HENRY JAMES
133 East 64th Street

Executive Vice-President

MRS. J. HOWLAND AUCHINCLOSS
66 East 79th Street

Secretary

MRS. WINTHROP W. ALDRICH
15 East 78th Street

Second Vice-President

MISS LOUISE ISELIN
155 East 70th Street

Treasurer

MRS. GEORGE FRANKLIN
111 East 73rd Street

Assistant Treasurer

MRS. LANSING P. REED
333 East 68th Street

BANK OF NEW YORK
Madison Avenue Branch

HONORARY MEMBER OF BOARD

MRS. WILLIAM CHURCH OSBORN

BOARD OF MANAGERS

Dates of Expiration of Terms of Office

February 1, 1941

MRS. ARTHUR A. BALLANTINE

MISS LOUISE M. ISELIN

MRS. N. PENROSE HALLOWELL

MRS. FRANKLIN C. HOYT

MRS. RICHARD EMMET

February 1, 1942

MRS. JOHN L. LOEB

MRS. NELSON A. ROCKEFELLER

MRS. J. FOSTER DULLES

MRS. GEORGE TUCKER BISPHAM

MRS. HARRY FORSYTH

February 1, 1943

MRS. GEORGE S. FRANKLIN

MISS LANGBOURNE M. WILLIAMS

MRS. ROBERT MUNROE FERGUSON

MRS. EDWIN H. KOEHLER

MRS. VANDERBILT WEBB

February 1, 1944

MRS. WINTHROP W. ALDRICH

MRS. L. RANDOLPH MASON

MRS. HENRY JAMES

MRS. ARCHIBALD DOUGLAS

MRS. HAROLD KURZMAN

February 1, 1945

MRS. J. HOWLAND AUCHINCLOSS

MRS. EDGAR W. LEONARD

MRS. BLAINE BEALE

MRS. LEWIS S. MORRIS

MRS. JOSE M. FERRER

February 1, 1946

MRS. JOHN J. MCCLOY

MISS AUDREY MAYNARD

MISS BLANCHE POTTER

MRS. LANSING P. REED

MRS. CHARLES BURLINGHAM

HONORARY MEMBERS OF THE SOCIETY

HONORARY MEMBERS OF THE SOCIETY

MISS ANNA Lusk	MRS. C. GRANT LaFARGE
MRS. GEORGE B. McCLELLAN	MRS. JOHN A. HARTWELL
MRS. WILLIAM S. RAINSFORD	

EXECUTIVE COMMITTEE

EXECUTIVE COMMITTEE	
MRS. HENRY JAMES	<i>President</i>
MRS. J. HOWLAND AUCHINCLOSS	<i>Executive Vice-President</i>
MISS LOUISE M. ISELIN	<i>Second Vice-President</i>
MRS. GEORGE S. FRANKLIN	<i>Treasurer</i>
MRS. WINTHROP W. ALDRICH	<i>Secretary</i>
MRS. LANSING P. REED	<i>Assistant Treasurer</i>
MRS. N. PENROSE HALLOWELL	<i>Chairman—Harlem Auxiliary</i>
MRS. ARCHIBALD DOUGLAS	<i>Chairman—Fordham Auxiliary</i>
MRS. BLAINE BEALE	<i>Chairman—Gouverneur Auxiliary</i>
MISS BLANCHE POTTER	<i>Chairman—Bellevue Committee on Nursing</i>
MRS. J. FOSTER DULLES	<i>Chairman—House Committee</i>
MRS. HARRY FORSYTH	<i>Chairman—Social Welfare Committee</i>
MRS. GEORGE TUCKER BISPHAM	<i>Chairman—Volunteers</i>
MRS. LEWIS S. MORRIS	<i>Chairman—Mills School Committee</i>
MRS. JOSE M. FERRER	<i>Chairman—Registry Committee</i>
MRS. JOHN J. MCCLOY	<i>Chairman—Ward Visiting Committee</i>

STANDING COMMITTEES

HOUSE COMMITTEE

MRS. DULLES, *Chairman*

MRS. REED	MRS. MASON
MISS ISELIN	MRS. EMMET

BELLEVUE COMMITTEE ON NURSING

MISS POTTER, *Chairman*

MRS. BISPHAM, *Secretary*

MRS. JAMES, *ex-officio*

MRS. BEALE	MRS. DOUGLAS
MRS. MORRIS	MRS. ROCKEFELLER
MISS ISELIN	MRS. HALLOWELL
MISS EDWARDS	

OSBORN HALL COMMITTEE

MRS. OSBORN, *Chairman*

MRS. AUCHINCLOSS MRS. FERRER
MRS. FRANKLIN MRS. FORSYTH

WARD VISITING COMMITTEE

MRS. McCLOY, *Chairman*

MRS. FORSYTH, *Vice-Chairman in Charge of Personnel*
MRS. KOEHLER, *Chairman of Sub-Committee on Repairs*

VOLUNTEERS COMMITTEE

MRS. GEORGE TUCKER BISPHAM

EDUCATIONAL COMMITTEE

MRS. BALLANTINE, *Chairman*

MRS. ALDRICH MRS. KOEHLER
MISS MAYNARD, *Chairman of Sub-Committee on Library*

LEGISLATIVE COMMITTEE

MRS. FERRER, *Chairman*

MRS. WILLIAMS

ADVISORY COMMITTEE ON FINANCE

MRS. FRANKLIN, *Treasurer*

MR. LINDSAY BRADFORD MR. HARRY FORSYTH

COMMITTEE ON HEALTH

MRS. AUCHINCLOSS MRS. LOEB

ADMINISTRATIVE STAFF AND FACULTY BELLEVUE SCHOOLS OF NURSING

NURSING ADMINISTRATION

BLANCHE E. EDWARDS, M. A., R. N.
Director of Nursing and Principal of the Bellevue Schools of Nursing

FLORENCE BACON, M. A., R. N.
Superintendent of Nurses, Psychiatric Division

DOROTHY WEDDIGE, B. S., R. N.
GLADYS J. CHAMBERLAIN, R. N.
Assistants to Superintendent of Nurses, Bellevue General Hospital

GENEVIEVE SENNA, R. N.
Assistant to the Superintendent of Nurses, Psychiatric Division

JULIANA WALMSLEY, R. N.
Office Assistant in Charge of Special Nurses

NURSES RESIDENCES

ELIZABETH WHITMARSH, M. A.
Dean of Women

EMILY MACDONALD, R. N.
Supervisor of the Residences for Women

ANNA RECE
Assistant Supervisor of the Residences for Women

FRANCES KIRSCHNER, R. N.
JANE GARDNER, R. N.
Night Supervisors

HESTER LOWRY, R. N.
Supervisor of the Residence for Men
GLACE BITTENBENDER, B. A., R. N.
BURTON MEADOWS, B. A., R. N.
Night Supervisors

HEALTH SERVICE

DOROTHY MERRELL, R. N.
Director of Health Service, Bellevue School

CLEOLA LAKE, R. N.
Director of Health Service, Mills School

CLARENCE E. DE LA CHAPELLE, M. D.
School Physician for Women

SAMUEL STANDARD, M. D.
School Physician for Men

WILLIAM H. STEARNS, M. D.
Assistant Physician, Bellevue Schools

DEPARTMENT OF INSTRUCTION

MARY C. EDGAR, M. S., R. N.
Director of Instruction

INSTRUCTORS

HAZEL HOUSTON, M. A., R. N.
Instructor in Anatomy and Physiology and Materia Medica

OLIVE RICKETTS, M. A., R. N.
Instructor of Chemistry, Bacteriology and Public Sanitation

MINETTE NAST, R. N.
Instructor in Principles and Practice of Nursing

RUTH J. MORRISON, B. A., R. N.
Instructor in Psychology and Sociology

ESTHER HILTON, M. A., R. N.
Assistant Instructor in Chemistry

MARGARET POHL, B. A., R. N.
Assistant Instructor in Chemistry and Microbiology

FRANK STANLEY PAC, B. S., R. N.
Instructor in Drugs and Solutions
and Public Sanitation; Faculty Advisor to Men Students

JOSEPHINE KLAAS, M. A., R. N.
Assistant Instructor in Anatomy and Physiology

HELEN P. JACKSON, B. S., R. N.
Assistant Instructor in Anatomy and Physiology

MILDRED HABECKER, R. N.
Assistant Instructor in the Principles and Practice of Nursing

DOROTHY MERRELL, R. N.
Instructor in Personal Hygiene

ELIZABETH SCHWARTZ BRANNON, B. S.
Instructor in Nutrition and Diet Therapy

GERALDINE SMITH, M. A.
Director of Physical Education, Bellevue Schools

MARGARET ARMSTRONG
Assistant Instructor in Physical Education, Bellevue School

CHARLES ZABIN
Assistant Instructor in Physical Education, Mills School

EMMA L. CHAFFIN, B. A., R. N.
School Librarian

MAXINE BAILEY, B. A., R. N.
Assistant Librarian

DEPARTMENT OF SUPERVISION AND CLINICAL INSTRUCTION

ANITA MORRIS McCLELLAND, R. N.
Director of Supervision and Ward Teaching

CONSTANCE MARY LONG, R. N.
Assistant to the Director of Supervision and Ward Teaching

TEACHING SUPERVISORS

LELA GREENWOOD, B. A., R. N.
Instructor and Supervisor in Medical Nursing

JOSEPHINE KARBIN, R. N.
Instructor and Assistant Supervisor in Medical Nursing

LYDIA ZETSCHE, R. N.
Instructor and Supervisor of Surgical Nursing

J. CECILE MacKAY, R. N.
Instructor and Assistant Supervisor of Surgical Nursing

M. MAGDALENE BOOKMILLER, R. N.
Instructor and Supervisor of Obstetrical Nursing

HELEN RYAN, B. A., R. N.
Instructor and Supervisor of Pediatric Nursing

MARY CHESKA, R. N.
Instructor and Assistant Supervisor of Pediatric Nursing

MRS. RUTH BERGMAN, M. A., R. N.
Instructor in Nursery School Methods

ANN DOYLE, B. S., R. N.
Instructor in Public Health Nursing,
History of Nursing and Nursing Ethics,
Supervisor of Out Patient Nursing

HELEN WAGO, B. S., R. N.
Instructor and Supervisor of Tuberculosis Nursing

EVALYN GREGORY, R. N.
Assistant Supervisor of Tuberculosis Nursing

JOSEPHINE SHULL, R. N.
Instructor and Supervisor in Operating Room Nursing

MADELINE E. McGUIRE, R. N.
Assistant Instructor of Operating Room Nursing

NELL RUSSELL, B. S., R. N.
Instructor and Supervisor of Otolaryngological Nursing

ANNA FLOOD, R. N.
Instructor and Supervisor of Gynecological Nursing

BEULAH DUGGAN, B. A., R. N.
 Instructor and Supervisor of Ophthalmological Nursing
 ROSE HORVATH, B. S., R. N.
 Instructor and Supervisor of Neurological Nursing
 ELIZABETH KOBLISKA, R. N.
 Supervisor of Emergency and Admitting Department
 PHILMOR SIMON, R. N.
 Instructor and Supervisor in Genito-Urinary Nursing
 IRENE WALSH, B. A., R. N.
 Instructor in Psychiatric Nursing
 EDNA WITHAM, R. N.
 Instructor in Communicable Disease Nursing
 ELIZABETH L. JAMESON
 Instructor in Occupational Therapy
 REBECCA CROWELL, R. N.
 Charge Nurse of Physio Therapy Department
 and Instructor in Principles and Practice of Massage

NIGHT SUPERVISION AND INSTRUCTION

Chief Night Supervisors—ETTA MAHONEY, R. N.,
 MABEL FURMAN, R. N.
 HARRIET CARL, R. N. ESTHER SCHERMERHORN, R. N.
 Pavilion A and B
 OUIDA UPCHURCH, R. N. GERTRUDE STEINBICKER, R. N.
 Pavilion C and D
 ALICE MORRISSEY, R. N. MASAKA YAMADA, B. S., R. N.
 Pavilion F and G
 MARGARET GODFREY, R. N. NAN FOX, R. N.
 Pavilion I and K
 IRENE RUSSON, R. N. HELENA SIRD, R. N.
 Pavilion L and M
 ALETHA BOGGESE, B. S., R. N. HELEN WAGNER, R. N.
 Pediatric Division
 ANNA McGUIRE, R. N. JANE CALLAVAIE, R. N.
 MARY ROBINSON, R. N. MILDRED B. NORTH, R. N.
 Psychiatric Pavilion

SARAH EDWARDS, B. A., R. N.
 MILDRED LAGNESE, R. N.
 GLENN ROCHELLE, B. S., R. N.
 EARNESTINE TEAGUE, B. A., R. N.
 Assistant Night Supervisors

PERSONNEL SUPERVISORS

MARY CUNNINGHAM, R. N.
 Pavilion A and B
 HELEN SHELLENBERGER, R. N.
 Pavilion C and D
 HERMINA FROMM, R. N.
 Pavilion F and G
 RUTH MINGUS, R. N.
 Pavilion I and K
 LEAH VANDERVOORT, R. N.
 Pavilion L and M

ANNUAL REPORT OF THE SECRETARY

January 1, 1939 to June 30, 1940

The fiscal year of the Board of Managers has been changed from the inclusive period covered by the calendar year to the twelve months period starting July 1 and ending June 30. This report embraces the eighteen month period from January 1, 1939 to June 30, 1940, inclusive.

Regular monthly meetings of the Board have been held throughout the period except during the months of June through September. These meetings have been marked by excellent attendance and interest. The executive committee, the nursing committee, Osborn Hall committee, and others have held regular monthly meetings for the consideration of matters coming under their jurisdiction.

Changes in the membership personnel of the Board during the period of this report included the removal by death of Mrs. Kenneth Spence in June, 1939 and the resignation of Mrs. Francis White in April, 1940. New members appointed to the Board are Mrs. L. Randolph Mason, who became a member in October, 1939, and Mrs. Robert Munroe Ferguson and Mrs. Charles Burlingham who accepted appointments in April, 1940.

The members of the Board have participated in a systematic ward visiting program which has included all clinical services of the Hospital, and have made regular reports based on their observations. Visiting in the Out Patient Department has been continued, and the work of the volunteers in the clinics has been actively supported. Supervision of activities in the Health Service and Nurses' Residence has been carried on by members assigned to this responsibility.

Representatives of the Board have attended the regular meetings of the School Council, participating with faculty and students in the consideration of matters presented at these meetings.

The Health Program in the Schools of Nursing maintained by the Board has been extended through the employment for one year of an additional physician, a chest specialist, who will assist in the examination and treatment of the nurses and aid in the disease control program. These additional professional services are made possible through the Edith Northcote Fund.

The Board has financed, as usual, the salaries of the two School physicians, the salaries of the Dean of Women, the physical director and two assistants, supplementary salaries of the nursery school teacher and various others. It has also car-

ried miscellaneous expenditures for equipment and services not otherwise provided in the Nurses' Residence.

Through the Edith Northcote Fund, the Board provided weekly trips to Jones Beach for the students during the summer months. From the income of this fund the Board also made a gift to Nurses' House, Babylon, Long Island, to be added to the building endowment fund for a new wing which will make available additional facilities for use of Bellevue graduates and students.

The Board has voted to assume the costs of the accreditation survey of the Bellevue Schools of Nursing by the Accrediting Committee of the National League of Nursing Education.

In line with the Board's policy of encouraging faculty growth and preparation, provision was made to send representatives of the faculty to the State and national conventions of the League of Nursing Education and to the National Conference on Tuberculosis.

Two members of the Faculty were granted scholarships by the Board to assist them in continuing their professional education on a graduate level.

During the period covered by this report the Schools have graduated two classes of students. Members of the Board participated actively in the preparations for the graduation exercises, assuming a large share of the expenses, arranging for the speakers, furnishing the decorations and providing the cash honor awards granted to students. Mrs. James, President, assisted by other members of the Board, entertained the 1940 graduates at a series of teas held at Mrs. James' home during the month of February.

Several members of the Board donated flowers to the Residence, and tickets for various entertainment were distributed to nurses who could use them. Other Board members attended teas and dances given by the nurses.

In closing, I wish to express the deep appreciation of the Board for the splendid cooperation of Miss Edwards and the personnel of the School, and of Dr. Jacobs.

HARRIET ALDRICH, *Secretary*.

HARLEM HOSPITAL

1939 — 1940

The members of the Board of Managers of the Training School of Nurses of Harlem Hospital are glad to report that the past year has been a very successful one for the Training School.

There have been a number of changes in the faculty during the winter, which will not be enumerated here as they are covered in Miss Harty's report, but the work has been carried on splendidly; there has been a fine spirit throughout, and the students have done exceedingly well.

The Board of Managers has met every two weeks from October to May, and several of the members have done regular ward visiting.

Mrs. Edward Carter acted as Chairman during the absence of the regular chairman in March, April and May, and the Committee is most grateful to her for her splendid work and inspiring leadership. She conducted a course in "Social Ethics" for the student-nurses once a week, during March and April, which course was well attended and very successful.

The Committee wishes to thank Miss Harty, the Faculty, and the Ward Instructors for the interesting talks on various branches of work in the Hospital which were given at each Committee Meeting.

MARGARET B. HALLOWELL, *Chairman*

FORDHAM HOSPITAL

January 1, 1939 to June 30, 1940

At Fordham Hospital it is not the case of the patient census rising in the winter months only. With a bed capacity of 465 beds the census has been over 600 since last August. The nursing problem has been relieved by the Department allowing us extra relief and group nurses, but it is a situation that must be faced by the Department of Hospitals.

The student nurses, affiliating at Fordham Hospital, are now being given a month's course in the Out Patient Department. This course is found to be of great value to them and to the patients.

We have been helped in the Out Patient Department also by the "Gray Ladies," volunteer workers trained under the New York Chapter, American Red Cross. They came to us

in November and during the heavy winter months we had as many as fifteen. They were enthusiastic, willing and dependable, and the service is most grateful to them.

The Nurses' Home has been entirely painted, an excellent job; also the Annex, over the laundry occupied by the graduate nurses, which has improved those unsatisfactory quarters.

There are 112 student nurses in the school this year. They have shown appreciation of the trips and lectures arranged for them by Miss Cushman, the Recreational Director, and we have had a year free from any serious problems.

Again we have to thank Miss Manley, Miss Plambeck and Dr. Ackerman for their always ready help and cooperation.

Respectfully submitted,

EDITH DOUGLAS,
*Appointed as Visitor to
Fordham Hospital*

REPORT OF THE PSYCHIATRIC DIVISION

January 1, 1939 to June 30, 1940

During the last year the Psychiatric Division has cared for more patients than ever before. The average daily census has been 650, but the nursing staff has been somewhat increased and under the able direction of Dr. Bowman and Miss Bacon the same kind and efficient care has been given to the patients. The devoted spirit of the nurses on this difficult service is shown by the very small number of changes made during the year,—only one among the major positions,—and there is no difficulty in filling occasional vacancies.

There is a growing realization of the importance of psychiatric experience in the training of the nurse. Even if she does not enter the field of mental nursing she is better prepared after this experience to recognize and meet the emotional problems of her patients, and from nursing psychiatric patients in their periods of anxiety and tension she will learn one of the essentials of all good nursing,—how to reassure and give confidence.

Eighty-eight women from the Bellevue School and 26 men from the Mills School have taken such training in this Division during the last year. Some trained for 12 weeks, the majority for only 8, but the future course is planned for 12 weeks. The course consists of 80 hours of theory closely correlated with the care of the patient in clinical teaching on the wards, and includes practice in special therapies, among which are recreational, occupational and hydro therapy.

Visiting in these wards is disturbing to the patients, so Mrs. Blaine Beale and I, representing the Board of Managers, do not visit regularly but attend the monthly meetings of the charge nurses instead, and have learned there to appreciate the unremitting effort made by the medical and nursing staffs to lighten the tragic lot of those who are perhaps the most pitiful of the City's patients.

Respectfully submitted,

PRISCILLA S. AUCHINCLOSS,
*Visitor Appointed to the
Psychiatric Division*

MILLS SCHOOL OF NURSING FOR MEN

January 1, 1939 to June 30, 1940

The housing of students of Mills School continues to be a problem. There are always more students than rooms; however, we are looking forward to the opening of the New Administration Building in July. Here, rooms are provided for the internes and as a result the Mills School will have additional bed rooms in the C & D Building.

The past year has been very active for our students. An average of one dance each month was held and each dance was well attended. During the summer five bus trips were enjoyed by the students, four to Jones Beach and one to Bear Mountain.

Mr. Charles Zabin was appointed Physical Education Director to succeed Mr. Jarle Lairfallon. Mr. Zabin has been conducting classes and tournaments in tennis, badminton, soft ball and swimming. These activities have been well attended and enjoyed by the students.

Dr. Standard continues as Physician to students of Mills School. In September of 1939 the Health service was separated from Mills School and moved to C 2, where a complete ten bed unit was established for the treatment and care of men nurses and doctors. Miss Cleola Lake is in charge of this unit, with a staff of three nurses assisting.

Mr. Frank S. Pac, a Mills School graduate was appointed Advisor to the Students after the resignation of Mr. Lawrence Bradley.

Mrs. Hester Lowry continues as Supervisor of the Residence. Mr. Glace Bittenbender and Mr. Burton Meadows have served during the past year as relief and night supervisors.

EMILY MORRIS,
*Appointed as Visitor to
Mills School.*

OUT PATIENT DEPARTMENT

January 1, 1939 to June 30, 1940

The Out Patient Department, as usual, has had a full and busy year. The attendance continues large. There have been very few changes on the Nursing Staff and only one case of serious illness.

Dr. Conti has continued as Physician in Charge, and Miss Sims as Supervisor. These two have a great responsibility and carry it well.

Miss Doyle, our Teaching Supervisor in the Out Patient Department, and in charge of its Nursing Staff, has been active and efficient in her duties. In addition to her regular work, she has been responsible for organizing a special series of lectures under the auspices of the Division of Nursing in the Department of Hospitals. 193 nurses took this course. She has also continued to give special instruction to the supervising nurses of the Out Patient Department of the Municipal Hospitals, and has interviewed many nurses, both student and graduate, who visit the clinics.

The Volunteers are a well trained group of women who have functioned for years under the able direction of Miss Lois Mills, our Supervisor of Volunteers. This winter the enrollment has reached the unprecedented number of 150 workers.

Among the new activities of the Volunteers are a large proportion doing clerical work for the Social Service and the covering of five additional wards. Also for the last four months all the clerical work for the technician in the Out Patient Department has been done by one of these workers.

In addition to their regular duties at Bellevue a number of the Volunteers have had the entire responsibility of serving as guides at the exhibit of the Department of Hospitals at the Fair. They covered the service every afternoon last summer from July 20 to November 1.

The member of the Board of Managers who is assigned to the Out Patient Department has visited practically every other week during the year. At these visits she talks with Dr. Conti, Miss Sims and Miss Doyle and makes complete rounds of the 38 graduate nurses on duty. Over a period of years, this has resulted in many cases of personal friendship.

Every member of the Nursing Staff knows that the Board of Managers has her or his interest and well-being at heart and that anything that the Board can do to help facilitate the efficient running of the Out Patient Department will be done.

HELEN R. S. BISPHAM,
*Visitor Appointed to the
Out Patient Department.*

THE LIBRARY COMMITTEE

Following the resignation of Miss Ethel Wigmore as librarian of the Carrie J. Brink Memorial Library, the sub-committee formed last year has been inactive as a whole and has held no regular meetings. Your chairman has been on hand for consultation as need arose for consideration of general library problems and in addition, has met with Miss Emma Chaffin, the new librarian, and representatives of the Student Associations of the two Schools at their regular meetings held for the purpose of selecting new books for the students' fiction library. A lively turn-over of books continues in the second year of the existence of Students' Fiction Library and practically all members of the student body are active members.

A similar library for graduate nurses was started this year, the promotion being sponsored by some of the young graduates who as students, were responsible for the establishment of the Students' Fiction Library.

AUDREY MAYNARD,
*Chairman, Sub-committee
on School Library*

ANNUAL REPORT OF THE SCHOOLS OF NURSING AND NURSING SERVICE OF BELLEVUE HOSPITAL

The following report prepared for the Board of Managers covers the activities of the Bellevue Schools of Nursing for the eighteen months period from January 1, 1939 through June 30, 1940. The additional six months has been included because of the official change of the fiscal year to start July 1st instead of January 1st.

STUDENT ENROLLMENT

The enrollment of students in the Bellevue and Mills Schools of Nursing on June 30th, 1940, was as follows:

	Bellevue School Women	Mills School Men	Total
First year students	90	24	114
Second year students	111	35	146
Third year students	87	22	109
	288	81	369
Students on leaves of absence	14	1	15
Affiliating students	172	46	218
Total student enrollment, including students on leaves of absence			602

The total enrollment in our schools on January 1, 1939, was 526, showing an increase of 76 students.

AFFILIATING SCHOOLS

The total number of nursing schools affiliating with Bellevue Schools during the past eighteen months was twenty-six, including the five nursing schools of the Department of Hospitals—Kings County, Cumberland, Metropolitan, Harlem and Lincoln Hospitals—which have sent senior students to Bellevue for the course in psychiatric nursing.

One school, the Memorial Hospital School of Nursing of Albany, discontinued its affiliation during 1939. One new affiliation was begun in June, 1940, when fourteen nurses from St. James Mercy Hospital, Hornell, New York, were enrolled for a two-months course in pediatrics. Although these students hold diplomas from their own school, they have been enrolled here for under-graduate work and their status in this school has been of affiliating students.

During the eighteen months period covered in this report the total number of individuals enrolled as students in our schools was 1,499. In addition to this number 368 Central School students, freshmen from Kings County, Cumberland and Metropolitan Schools, were enrolled in Bellevue School for the basic

courses in anatomy and physiology, chemistry, microbiology and nutrition and cookery.

This large and active enrollment and turn-over in the student group imposes maximum use of the school's facilities and a large volume of work upon those responsible for the education, welfare and guidance of these young people. The task embraces many activities, including the maintenance of essential services such as supplying a suitable place of residence, providing meals, arranging laundry service, looking after the students' health, arranging for the necessary physical examinations and follow-up, supplying medical and nursing care in cases of illness; furnishing recreational opportunities and supervision of the extra-curricular program, giving guidance and assistance to students in their individual problems. All these are in addition to the School's primary obligation to plan carefully each student's educational experience, to supply essential instruction and arrange for the necessary laboratory practice and clinical experience. This responsibility includes the keeping of accurate and detailed records for each student enrolled in the school and supplying transcripts of these records to the affiliating schools, to the State Department of Education, to prospective employers, educational institutions and organizations requiring this information.

The keeping of records in an educational institution which admits so many students in the course of a single year becomes a major task. We are happy that the new nursing offices which will be occupied shortly, have made provision for ample record filing space.

The Bellevue Schools have attained the maximum enrollment possible with present residence accommodations and educational facilities. It has been necessary recently to require that all the students of the other Schools of the Department of Hospitals reside in their home schools during the period of affiliation at Bellevue.

GRADUATION

Diplomas were granted to 88 women and 23 men who completed the course during 1939. Most of these young graduates accepted employment in Bellevue or other hospitals of the Department. There were 87 women and 23 men in the 1940 graduating class and the majority of these have also accepted or applied for positions at Bellevue.

CENTRAL SCHOOL

The maintenance of the Central School at Bellevue has continued. This additional group of students makes great demands on classroom and laboratory facilities in a plant originally set up for a student group of much smaller size. During the past year two new faculty members were assigned from Kings County

Hospital on a full time basis to assist with the instruction of Central School students. Miss Helen Jackson, took the place of Mrs. Rachel Hotz, resigned, as assistant instructor in anatomy and physiology and Miss Margaret Pohl was appointed in the place of Miss Mildred Dixon, resigned, as assistant instructor in chemistry and microbiology. Miss Dorothy Killian and Miss Eleanor Thompson of the Kings County Hospital dietary staff have assisted this year with the instruction of Kings County students in nutrition and cookery, the classes being held in the Bellevue dietetics laboratory.

FACULTY

In addition to the above mentioned changes in instructors for Central School, the following new appointments have been made in the Bellevue faculty.

Following the resignation in July, 1939, of Miss Frances West as director of supervision and ward instruction, Mrs. Anita Morris McClelland was appointed to this position. Miss Mary Constance Long was appointed to the position as assistant director of supervision.

Maxine Bailey, B. S., a graduate of Simmons College, Boston, and former librarian at the Massachusetts General School of Nursing, was appointed assistant librarian in the Carrie J. Brink Memorial Library on July 1st, 1939, taking the place of Emma Chaffin, B. A., R. N., who was promoted to the position of librarian following the resignation of Miss Ethel Wigmore.

Beulah Duggan, B. A., R. N., was appointed supervisor and instructor on the ophthalmological service, taking the place of Frances Ackley, resigned.

The retirement of Miss Elsie MacDonald as supervisor in the Nurses' Residence took place in August, 1939. Miss Emily MacDonald, graduate of the class of 1930, has been appointed to this position.

Charles Zabin, B. S., a graduate of the Savage School of Physical Education was appointed assistant director of Physical Education for Mills School in September, 1939, taking the place of Mr. Jarle Leirfallom, resigned.

Mildred Habecker, R. N., was appointed assistant instructor in nursing arts, taking the place of Jeanette Warren, who has accepted a position in the nursing school office.

The following people accepted chief nurse positions and are serving on the hospital supervisory staff: Masaka Yamada, B. S., R. N., night supervisor, Pavilion F & G; Elizabeth Kobliska, R. N., appointed night supervisor, Tuberculosis Service, more recently transferred to day supervisor of the Admitting Department; Glenn Rochelle, B. S., R. N., night relief supervisor.

CURRICULUM

In accordance with the newer philosophies of leaders in general education and nursing education, further effort has been made to create larger areas of subject matter where in there is a sequence of related courses. This provides for a more logical and less fragmentary presentation of material which makes it easier for students to realize the unity of the various "specialities" with the general courses in medicine and surgery.

Examples of these adjustments in the program of instruction made during the past eighteen months are the following:

The lectures on tuberculosis now follow the course in general medicine; the courses in urology and orthopedics are now given in direct sequence with the course in general surgery, instead of delaying the instruction in these areas until small groups of students are assigned to the services.

The entire course of instruction has been divided into three equal periods—the Freshman, Junior and Senior years. The freshman year includes the twenty-two weeks pre-clinical period, during which the student acquires foundation in the basic sciences and the theory and practice of nursing arts. The remainder of the Freshman marks the beginning of the clinical instruction period. During this time the students are assigned to the general medical and surgical wards for a term of fourteen weeks respectively and given concurrently with the practice assignments are the doctors' lectures and nursing classes in medicine and surgery, together with related subjects such as diet therapy, materia medica, pathology, and others which will serve as an adequate foundation for the subsequent two years of clinic experience. Closely related to these basic courses in medical and surgical nursing in the junior assignment to the Out Patient Department which enables the student to become acquainted with the ambulatory aspects of conditions and diseases observed in adult patients on the medical and surgical wards.

WARD TEACHING PROGRAM

The ward teaching program which supplements the formal clinical instruction has been carried forward effectively under direction of Mrs. Anita Morris McClelland and her assistant, Miss Mary Constance Long, both of whom were appointed to these positions during the past year.

All wards to which students are assigned now have experienced graduate nurses with advanced preparation serving as ward instructors whose primary responsibility is the instruction and guidance of students and the supervision of nursing care. Graduate nurses are also assigned to general duty on these wards, allowing greater flexibility in adapting the students' practice assignments to their educational needs.

STAFF EDUCATION PROGRAM

Weekly meetings have been held for the following groups, the teaching supervisors, the charge nurses, and the senior and junior ward instructors, at which planned programs have been presented including discussions, demonstrations, lectures, reports relating to the interests and needs of the respective group. This program has been under general direction of Mrs. MacClelland assisted by Miss Long and others of the faculty. Through committees each group has worked on various special projects. Among these has been the revision by the charge nurse group of the ward manual containing general information concerning hospital and departmental policies, needed for reference by the nurse who may be newly assigned to the service or unfamiliar with this information. Revision of nursing care plans to emphasize further individualization of nursing care, revision of student efficiency records, were projects carried forward by the clinical teaching groups; and the supervisors also have made a careful study of principles underlying isolation techniques for purposes of revising and improving practice in this hospital.

The charge nurses requested that they be given instruction in First Aid and such a course was made available to them, a physician being assigned by the Red Cross to give the instruction. A large and keenly interested group completed this course and requests have been made for repetition of the course for others to receive the instruction.

Staff nurses interested in preparing for ward teaching or charge nurse positions have been given opportunity to attend a twenty-hour course in Elementary Principles of Teaching and Supervision. This course has been repeated three times a year. Of the fifty-five graduate nurses who completed the course in 1939, the majority have been promoted to positions as junior ward instructor or charge nurse.

The staff education program in the Out Patient Department has been continued under the able direction of Miss Ann Doyle, who also participated effectively in a special course offered for all Out Patient nurses employed in the municipal hospitals arranged by Miss Mary Ellen Manley, director of the Division of Nursing of the Department of Hospitals.

Under direction of Miss Mary Edgar, the instructors of Central School have held regular conferences each month to review student records and to formulate plans for the effective functioning of the program of instruction for pre-clinical students. Joint meetings of instructors and supervisors have also been arranged when topics of discussion were of mutual interest.

EDUCATIONAL FACILITIES

The installation of a demonstration desk and re-arrangement of the small class room adjoining the chemistry laboratory has

proved especially helpful in the teaching of chemistry. The location of this classroom presents some disadvantages, however, as it is placed on the same floor with nurses' bedrooms, and necessitates heavy traffic on this floor since all students of Central School receive instruction in this department.

The anatomy and physiology laboratory and one small classroom are still located a block away from the residence in a building owned by New York University. This building is old and as has been pointed out in previous reports, the facilities provided here for teaching student nurses are not adequate nor free from hazards. It is necessary at times to assign sixty or seventy students to these classrooms at one time. The single narrow stairway and adjoining hallway leading to a stairway in another part of the building are of wood and present a real fire hazard. The building is in poor state of repair. Changes in the plans of the University in respect to the use of this building may at any time affect its availability for classroom space. We are deeply indebted to New York University for its generous sharing of its facilities in our time of need.

The one lecture hall in Bellevue House is the only room available for social functions. The use of this room for such purposes requires moving the classroom equipment, and with the present lack of storage space, this results in breakage and great inconvenience. Mills Hall, opened last year, has such poor acoustic conditions that its use is limited.

The nursing laboratory and classroom and the drugs and solutions laboratory are located in the quarters poorly adapted to these purposes.

The scattered location of classrooms is uneconomical of the students' time; presents difficulties of heating and lighting and makes it impossible to provide proper care of rooms and equipment with the help now available.

Study rooms, library reading-rooms, rest rooms, coat rooms, are totally insufficient to provide properly for the needs of the large number of students enrolled in Bellevue and Central School.

The need for a greatly expanded and carefully planned educational unit is urgent and would solve many of the problems now existing.

HOUSING

Mills School has received its full quota of household furnishings for the new quarters and the students have enjoyed the comforts of their new home. The necessity of giving up some of the rooms assigned to the school for use of internes when this building was opened, made it necessary to convert a number of the nurses' rooms designed for single occupancy to double rooms. This is a temporary arrangement and has been endured cheerfully

with the assurance that the additional rooms will be restored to Mills School this year.

Bellevue House, where women students reside, has long since failed to provide proper housing facilities for so large a group. The specific needs are outlined in more detail elsewhere in this report. The school has reached the limits of growth in enrollment with present accommodations and the program is already seriously handicapped by the overcrowding.

Both students and faculty are to be commended for their cheerful forbearance in the face of existing inadequacies in the physical facilities. It is earnestly hoped that Commissioner Goldwater's efforts to secure funds for the modernization and expansion of the residence and educational facilities may very soon be successful.

EQUIPMENT AND FURNISHINGS

During the past year over 200 nurses' beds have been sent out on contract to be refinished. The frames have been enameled in a dark walnut finish and present a more attractive appearance.

There is need now for the renovation or replacement of mattresses throughout the house.

New equipment received for the nurses' residence includes a new rug for the reception room, new slip covers for the reception room furniture and the following replacement items:

- 14 easy chairs for nurses' bedrooms
- 9 mattresses, infirmary
- 15 side chairs for bedrooms
- 10 dining room chairs
- 50 yards curtain material for living room
- 203 yards curtain material for bedrooms
- 3 nurses' desks
- 24 feather pillows.

In the dietary department at Bellevue House an outstanding improvement in the facilities for serving meals to nurses was provided with the installation of five new stoves and two broilers, also a new coffee urn, replacing old outworn equipment.

NURSING SCHOOL LIBRARY

The Carrie J. Brink Memorial Library has continued its effective contribution to the educational program. The following is a brief summary of the activities for 1939.

Total number of books in library, December 31, 1939. 4,821

Total number of books in student fiction library..... 205

Use made of the library:

Readers using library53,849

Books, pamphlets and periodicals borrowed.....17,337

Accessions to the library:

New books and pamphlets 600

Number of periodicals received currently..... 118

These include :

Magazine subscriptions paid for by City.....	58
Magazine subscriptions donated by Social Service Committee	4
Magazine Subscriptions donated by Alumnae Members	3
Subscriptions donated by Associations, Departments of Health, Clinics, Government Bureaus, etc.	53

Cataloging:

Number of new books and pamphlets cataloged ..	600
Number of catalog cards typed and filed.....	2,400
Number of bibliographies compiled and typed....	140
Books borrowed from other libraries through Inter-Library Loan Service	135

Instruction in the use of the library:

The usual talks on the use of the library and its resources have been given by the librarians to all groups of new students, to affiliating students, and to new staff members.

An indication of the use made of the library by students and graduate nurses is the record of books returned to shelves after being out for use. During the last six months of 1939 the records show the following figures:

Total books shelved July to December, 1939.....	10,402
General books and pamphlets	4,402
Periodicals	3,396
Reserve books	780
Student collection books	1,765

Student Association collection:

Total number of books	205
Books added during 1939	145
Total number of members	308

Interest has continued in the student fiction library in the second year since its organization. The Student Book Committee, composed of Mills and Bellevue students, has met regularly every month to select books. The students have appreciated the interest and assistance of Miss Audrey Maynard, of the Board of Managers, who has met with the committee. The enrollment in this fiction library is voluntary and the membership fee is One Dollar, which entitles the student to borrow books for one week at a time without additional charge. Membership dues pay for the new books selected by the student committee.

A similar library for graduate nurses was organized during the past year by young graduates who had been instrumental in establishing the student library while they were still students in

the school. This new department is known as the Bellevue Graduate Book Collection and it already has a number of nurses enrolled. The membership fee is One Dollar Fifty Cents per year. The rules are the same as those governing the Student Fiction Library. Through these projects both students and graduates have easy access to many of the newer books and have opportunity to develop a keener appreciation of the values of reading as a means of recreation and enjoyment and increasing knowledge.

THE HEALTH SERVICE

The student health program has been continued along previously established lines. The Mills School Health Service moved its headquarters to the new Infirmary on the Second Floor of Pavilion C & D where excellent facilities are provided for the activities of the department.

Dr. Clarence de la Chapelle and Dr. Samuel Standard have continued to serve as school physicians. The schools are indebted further to the Board of Managers for supplying the additional services of Dr. William H. Stearns, chest specialist for the period of a year to assist with important phases of the health program. The doctors on various special services have been most generous in serving as consultants in those cases where special advice has been needed.

An orthopedic clinic for students and graduate nurses was organized in 1939. This is held once a week in the Health Offices under direction of Dr. John C. McCauley and others of the Hospital Orthopedic staff.

Starting with the 1939 fall enrollment an attempt was made to have all candidates for admission to the school have their physical examinations before final action on their application was taken. This plan has resulted in the earlier elimination of those who do not meet health standards and has produced a more stable freshman enrollment.

The attempt to have necessary immunization of candidates completed before entry to the school has not been so successful. Careful instructions were mailed to each candidate to be given to the physician who would make the tests and carry out the immunization treatment. Some cases pronounced negative on Schick and Dick tests by their own physicians were found to be positive on the re-take tests made at Bellevue. Some candidates came from localities where the doctors were not experienced in immunization techniques. Some had failed to carry out the instructions. It has been necessary to carry out the immunization treatment for more than half the enrolled candidates after they have entered the school.

During 1939 the time lost by students because of illness showed an increase of 754 days more than in the previous year. Illness among students during the first six months of 1940, as compared with the first six months of 1939, shows the following:

	<u>Student Illness 1-1 to 6-30-39</u>	<u>Student Illness 1-1- to 6-30-40</u>	
Bellevue students	2,031 days	1,626 days	Decrease 405 days
Mills students	431 days	496 days	Increase 65 days
Women affiliating students	883 days	1,086 days	Increase 203 days
Men affiliating students	287 days	263 days	Decrease 24 days
Total	3,632 days	3,471 days	Decrease 161 days

PHYSICAL EDUCATION

A reorganization of the physical education departments of both schools under one director took place with the opening of the fall semester. At that time Miss Geraldine Smith, M. A., who has directed the physical education program for women students since 1928, assumed direction of the combined departments. Mr. Charles Zabin, B. S., was appointed assistant physical director in charge of instruction for men students. The physical education program in the men's school has been extended to cover the three years students are in the school, instead of being limited to the freshman period.

Miss Carolyn Groetsch resigned in July, 1939, as assistant physical education instructor. Miss Margaret Armstrong assumed the duties of Miss Groetsch in the reorganized department, in addition assuming a larger share of class instruction.

The 500, an honorary club which requires attainment of 500 credit points for general excellence in physical education admitted thirteen new members during 1939. These young women received BSN monogram in recognition of their achievement.

The year's activities included in addition to the routine classes, tennis and badminton tournaments, swimming meets and for the men basket ball and soft ball.

Limited space hampers the physical education program. The one room available for gymnasium classes is located in the building loaned to the schools by New York University; it is not fully adapted to this use and is in a poor state of repair, the floor uneven and badly worn, the walls crumbling. The one tennis course provided for women students does not meet the needs. The men students have to share the one tennis court used by internes.

Since the swimming pool was repaired its capacity for use has been limited to not more than two hours a day because only by operating the machinery on a twenty-four hour basis is it possible to keep the bacterial count down to a safe level. Only

one employee is available for supervision of swimming pool equipment, hence the machinery cannot be operated more than eight hours a day. This is not sufficient to insure purification of the water for the full time use of the pool that is desirable.

EXTRA CURRICULAR ACTIVITIES

Both schools have continued an active social program. The Mills School Student Association completed work on revision of its constitution and by-laws and the organization has been functioning effectively according to the new provisions of the revised instrument.

Mr. Frank S. Pac, instructor, has this year assumed the added responsibility of faculty advisor for men students, and in that office has sponsored the various activities of the men's student organization. The program has been more varied than in preceding years. The school dances have been continued, but in addition there have been picnics, outings, theatre parties, and miscellaneous diversion designed to meet the needs and special interests of the students.

At Bellevue House the students' social program has followed the pattern of recent years — planned around the interests of smaller groups, such as individual classes, clubs or special interest groups, because the limited space available for social uses makes it difficult to accommodate larger affairs. The necessity for using the same room for both classes and social purposes imposes definite limitations upon the recreational program. The social activities are financed in large part through the proceeds of the tea room operated by the Bellevue Student Association, supplemented by student dues and donations from the School's Educational & Recreational Fund. Miss Elizabeth Whitmarsh, Dean of Women, has continued her efficient direction of the entire extra curricular program of women students.

The series of teas given by the Board of Managers to members of the 1940 graduating class, during the month preceding the graduation exercises, gave a great deal of pleasure to these students.

By providing bus trips to Jones Beach during the summer months the Board of Managers has made possible some most enjoyable and beneficial outings for our student nurses.

NURSERY SCHOOL

The schools are indebted to the Board of Managers for its continued support of the Nursery School, making available to our students the valuable instruction in child development and methods of child guidance which they now receive during their period of assignment to this division. The nursery school has received official recognition by the New York State Education Department under the regulation which requires official approval of all privately conducted nursery schools in this state.

THE HOSPITAL NURSING SERVICE

PERSONNEL

At the beginning of the new fiscal year on July 1st, 1939, thirteen graduate nurse positions, four attendants and four hospital helpers were added to the personnel of the nursing department. The total number of graduate nurses employed in the hospital on June 30th, 1940, including nurses in the psychiatric division, was 1,016.

The difficulty of obtaining a sufficient number of qualified registered nurses who meet requirements of the New York City employes' residence law, has made it necessary to continue to employ non-resident nurses for some of the vacancies.

The total number of appointments from January 1st, 1939 to June 30th, 1940, was 465. During the same period the resignations reached a total of 316. These figures include appointments and resignations made in the psychiatric division.

Supplementary nursing service by nurses and attendants assigned to Bellevue under work relief projects was discontinued with the withdrawal during the year of nine nurses and ten attendants. A number of other workers, such as porters and pantry workers, assigned under the W.P.A. are still employed in the nursing department.

Volunteer workers, assisting both in the Out Patient Department and on some of the wards, have rendered most valuable assistance to the nurses in caring for the patients.

HEALTH GRADUATE NURSES

The record of illness and absence of graduate nurses, exclusive of nurses employed in the psychiatric division, is as follows:

Days lost because of Illness		Days Absence Other Causes		Days Vacation	
1939	1940	1939	1940	1939	1940
12 mos.	6 mos.	12 mos.	6 mos.	12 mos.	6 mos.
8,445	4,907	2,126	833	16,997	4,215

The Health Service for graduate nurses has been operated along lines outlined in the last report and the special problems described therein still exist. Compulsory physical examinations at time of employment have been continued. During the eighteen months period 34 of the nurses examined were found ineligible for employment on the basis of the physical findings. Periodical follow-up examinations of graduate nurses are not required because the personnel and facilities needed for this type of service are not at present available for so large a group.

Periodic physical examinations are compulsory for all graduates assigned to duty on the tuberculosis division. Medical

advice is freely available and will be arranged by the Health Service for graduate nurses who seek it.

Nurses of the graduate staff have expressed their desire to join a Hospitalization Insurance plan, but as yet membership in such a group has not been found open to the nurses.

CHANGES AFFECTING NURSING SERVICE

Two floors in Pavilion C & D were opened in 1938 with temporary equipment, but the final equipping of this new building and full occupancy of its wards and special divisions took place during 1939. Wards C & D-4 and Wards C & D-2 were opened in February, the operating rooms in March and the X-Ray Division in October. With these wards were opened auxiliary units such as pneumothorax and miscellaneous treatment rooms. The entire chest service has been provided with the most modern medical and surgical equipment and supplies.

A total of 119 new nurse positions were added to the staff to provide for the new wards; also 40 hospital attendants and 65 hospital helpers.

An oxygen therapy unit was organized for this division under direction of a physician. The nurses assigned to this unit have received special instruction and supervision in carrying forward this type of therapy and are prepared to render a twenty-four hour expert service on the various wards of the chest service. The plan of having selected nurses specially trained in oxygen therapy to assume charge of this work proved so successful on the tuberculosis service that the plan was later adopted in Pavilion A & B for the general medical services.

With the opening of the new quarters and the release of new medical equipment the chest service has increased in activity, with a corresponding increase in the nursing load. Surgical treatment of tuberculosis has been extended and the lung surgery cases require a maximum of nursing care.

Unfortunately the new pavilion has not been able to provide properly for the number of patients admitted. Throughout the winter months Pavilion C & D has been forced to have all corridors lined with extra cots in order to care for a patient census that has exceeded by more than a third the normal bed capacity of the pavilion. Working conditions under these circumstances have been difficult and hazardous. The discomfort and absence of privacy for patients forced to occupy beds in public corridors has been distressing not only to the patients themselves but to their relatives and visitors and all who have observed this overcrowding.

The opening on October 3rd of the sputum disposal plant in Pavilion C & D has been of great assistance to the work of the tuberculosis wards. All sputum disposal work is now cared for

by specially trained employees, according to a system which makes it unnecessary for nurses and other workers to handle this infectious material.

With the removal of the tuberculosis wards from Pavilion F & G, the wards vacated were completely renovated for occupancy by other units. The Second Medical Division wards were moved to temporary quarters in this building during the period of renovations in Pavilion A & B.

Two new surgical wards were opened in Pavilion F & G, one on F-5 for men and the other on F-4 for women. Both wards admit general surgery cases and cancer patients for radium therapy.

One additional pediatric ward was opened. Ward F-6V previously occupied by vaginitis cases was renovated and re-equipped for care of children with tuberculosis. The vaginitis cases were moved to the new children's ward on the fourth floor designated as F4-V. The removal of the children's tuberculosis cases from Ward F-6, where it was so difficult to maintain proper isolation from the general medical cases, is a noteworthy improvement and solves a serious problem that has existed in the pediatric service for years.

RENOVATIONS

Replacement of old, badly-worn wooden floors in the medical wards with tile floors is one of the big improvements made during the year. Walls were painted throughout the entire pavilion. These improvements have delighted both patients and staff.

Conspicuous among the changes taking place in Pavilion A & B has been the complete renovation and equipping of Ward B-3—fourth division women's medical ward, which through the generosity of Mrs. James P. Donahue, is being transformed into one of the most attractive and up-to-date units in the hospital. A new floor has been laid, the walls painted in harmonizing colors, new electrical fixtures, new furniture and the very latest devices in patient equipment installed by the donor.

The complete re-decorating of Pavilion I & K has been in process during recent months and is nearly finished. The appearance of the wards and operating rooms has been greatly improved. New flooring was laid on Wards I-5 and I-4. While the work has been in process in Pavilion I & K, the gynecological division was moved from the second floor to the third floor in Pavilion F & G which has provided excellent accommodations for this large and active service.

EQUIPMENT AND SUPPLIES

No serious problems have been presented in obtaining essential supplies and equipment for carrying on nursing activi-

ties. Stationery supplies have been somewhat limited; but household items, cleaning materials, medical and surgical supplies have been available in satisfactory quantities to maintain good service. Generous allowance was made this past year on important budget items requested for the various divisions. Most of the articles received and much of the new equipment provided are things which directly facilitate the work of the doctors and nurses in caring for the patients.

DINING FACILITIES INCREASED

The opening of the Pavilion C & D dining room to graduate nurses has relieved somewhat, but not to the extent hoped for, the overcrowded conditions in the other dining rooms in Bellevue House and the Psychiatric Pavilion. All students of Mills School receive their meals in this dining room, as well as the supervisors, head nurses, ward instructors and Out Patient Department nurses.

EMERGENCY SQUAD ORGANIZED

Shortly after the opening of the European War a plan for organization of a Bellevue emergency squad of doctors and nurses was formulated. Special equipment including instruments, medicines, dressings, splints, etc., were set up and have been kept in readiness at all times for transportation to the scene of any emergency where the services of such a unit might be needed. Since it was organized the squad has been called out on four occasions.

HOSPITAL CENSUS

The average daily census for Bellevue Hospital during 1939 was 2,574.3. The highest daily census was 2,827, occurring in February, 1939 and the lowest 2,253 occurring in August. A comparison with the patient census of the previous year shows the following:

The average census was 126.8 higher in 1939 than in 1938.

The highest census of 1939 was 201.0 higher than the highest census in 1938.

The lowest census of 1939 was 101.0 higher than in 1938.

For the first six months of 1940 the average census was 2,819, the highest in the history of Bellevue. The highest census, occurring in May, was 3,059; the lowest daily census, occurring in January, was 2,480.

With this increase in admissions most of the services have been overcrowded. The medical building has had all available space filled with extra beds and bedside equipment and many of the surgical wards have likewise far exceeded normal capacity.

SALARY INCREASES AND RECOMMENDATIONS

A small increase in salary for head nurses and ward instructors was made effective at the beginning of the fiscal year in recognition of the added responsibility this group carries. This has been much appreciated. It is earnestly hoped that further steps may be taken to insure just and equitable remuneration for all nurses, particularly those assigned to general duty. A progressive salary scale based on meritorious performance would be an added stimulus to the group and it is believed would promote further stabilization of the nursing staff.

It is hoped that some plan of hospitalization and medical care insurance may be made available for our nurses. The nurses have expressed the desire to join such a plan, but as yet it has been impossible to secure admission for the nurses.

RECOMMENDATIONS FOR THE SCHOOL

The special needs of the Schools of Nursing have been set forth repeatedly. Those needs today are more apparent than ever before. It is earnestly hoped that action will be taken soon to remedy conditions which now so seriously handicap the school in carrying out its program. The schools' most urgent needs include:

1. An up-to-date educational unit, centrally located, with sufficient classroom and laboratory space to meet the needs of the school.
2. An auditorium large enough for school assemblies and meetings of the entire group, equipped properly for use for lectures, moving pictures, demonstrations, entertainments and the miscellaneous special activities, such as graduation exercises, etc.,
3. Enlargement and modernization of the women students' residence quarters, with better lavatory and toilet facilities, better lighting, better noise control for corridors on bedroom floors.
4. Greatly enlarged space for carrying out normal social activities of the group. Our present public lounge room has to serve all purposes, in addition to being an open runway to dining room, lecture hall, dean's office, residence quarters. There is no place where nurses can entertain their friends except in this room, which is much too small for so large a group. Space is needed for adequate day-by-day social needs, informal entertaining and the larger group activities which are varied and numerous in such a big student group.

5. Larger quarters for the school library, with quiet, well-lighted and properly ventilated reading rooms where students may pursue their studies without disturbance.
6. Improved facilities for the Health Service.
7. Gymnasium, with dressing rooms, is needed for both men and women students, also additional outdoor recreation facilities.
8. Laundry facilities for use of the nurses are at present insufficient. Provision should be made for units on each residence floor.
9. Better distribution of telephones and some suitable system for calling nurses to the telephone, also placement of the phones where conversation can be carried on privately without disturbing occupants of adjacent rooms.

ACKNOWLEDGMENT

On behalf of the nurses, both students and graduates, I wish to thank the Board of Managers for their sustained interest and their continued efforts to improve and carry forward the work of our schools and the nursing service of the hospital. Through the generous financial assistance of the Board many comforts and privileges have been enjoyed that would not otherwise have been available. For these we are deeply grateful. Particularly do we appreciate the personal cooperation of individual board members in the day-by-day work of various departments of the school, the residence and the hospital. So much that can be counted as progress in our institution has been given greater impetus through their encouragement and assistance.

We also acknowledge with gratitude the unfailing willingness of Miss Manley, director of the division, to give consideration to our problems and assistance in their solution; and to Dr. Jacobs, medical superintendent, his deputies, and the various heads of administrative departments of the Hospital, we are deeply grateful for their understanding and interest in the work of the nursing department and their fine cooperation.

Particularly do we feel a deep and humble gratitude for the fine spirit with which the nurses themselves—faculty, staff nurses, students, have worked together to improve and strengthen standards of nursing and nursing education at Bellevue.

This report is respectfully submitted to the Board of Managers.

BLANCHE E. EDWARDS,
Principal of the Bellevue Schools of Nursing and
Director of the Nursing Service of Bellevue Hospital.

ANNUAL REPORT OF NURSING PERSONNEL

January 1st, 1939 to June 30, 1940

TOTAL NUMBER OF NURSES IN SCHOOL	Dec. 31 1939	June 30 1940
Graduate Nurses—General Service.....	688	728
Graduate Nurses—Psychiatric Service	292	288
Student Nurses—Bellevue	229	286
Student Nurses—Mills	67	83
Freshman Students—Bellevue	46	—
Freshman Students—Mills	19	—
Affiliating Students—Bellevue	149	172
Affiliating Students—Mills	50	46
Bellevue Students—Leave of Absence.....	14	12
Mills Students—Leave of Absence.....	1	3
Total	1,555	1,618

GRADUATE NURSES—GENERAL SERVICE	1939 12 mos.	1940 6 mos.
Total Resignations	165	87
Total Appointments	282	110
Total Days Illness	8,445	4,907
Total Days Absence	2,126	833
Total Days Vacation	16,997	4,215
Total Dismissals	11	2
Total Deaths	3	0
Total Retirements	2	0

GRADUATE NURSES—PSYCHIATRIC SERVICE	1939 12 mos.	1940 6 mos.
Total Resignations	39	25
Total Appointments	46	27
Total Days Illness	3,322	1,787
Total Days Absence	966	872
Total Days Vacation	6,477	1,487
Total Dismissals	0	0
Total Deaths	0	0

STUDENT NURSES—BELLEVUE	1939 12 mos.	1940 6 mos.
Total Students Admitted	137	69
Total Students Rejected during Orientation Period	33	8
Total Withdrawal of Students during pre- clinical period	10	3
Total Resignations of Advanced Students..	5	7
Total Dismissals of Advanced Students....	7	5
Total Under Suspension	0	0
Total Completed Course	89	34
Total Deaths	0	0
Total Days Illness	2,751	1,626
Total Days Absence	1,054	119
Total Days Vacation	6,716	3,259

STUDENT NURSES—MILLS SCHOOL	1939 12 mos.	1940 6 mos.
Total Students Admitted	46	17
Total Students Rejected during Orientation Period	5	2
Total Withdrawal of Students during pre- clinical period	4	2
Total Resignations of Advanced Students..	1	1
Total Dismissals of Advanced Students....	2	2
Total Under Suspension	0	0
Total Course Completed	22	10
Total Deaths	0	0
Total Days Absence	120	26
Total Days Illness	675	496
Total Days Vacation	1,781	972

AFFILIATING STUDENTS—BELLEVUE	1939 12 mos.	1940 6 mos.
Total New Students Admitted	431	211
Total Resignations	3	1
Total Dismissals	2	4
Total Under Suspension	0	0
Total Completed Course	398	192
Total Days Illness	1,531	1,086
Total Days Absence	346	98

AFFILIATING STUDENTS—MILLS	1939 <u>12 mos.</u>	1940 <u>6 mos.</u>
Total New Students Admitted	50	0
Total Resignations	0	0
Total Dismissals	1	1
Total Under Suspension	0	1
Total Completed Course	51	0
Total Deaths	0	0
Total Days Illness	537	263
Total Days Absence	226	76

TOTAL OF SCHOOL AND NURSING SERVICE	1939 <u>12 mos.</u>	1940 <u>6 mos.</u>
Total Days Illness	17,261	10,165
Total Days Vacation	31,971	9,933
Total Days Absence	4,838	2,024
Total Deaths	3	0
Total Appointments	995	434
Total Resignations	213	121
Total Dismissals	23	14
Total Completed Course	563	236
Total Under Suspension	0	1
Total Rejections—Preclinical Students	38	10
Total Withdrawals—Preclinical Students ..	14	5
Total Graduate Nurses—Retired	2	0

BELLEVUE SCHOOLS OF NURSING

GRADUATION EXERCISES

Thursday, March Seventh, 1940

8:30 P. M.

PROGRAMME

CHAIRMAN—CHARLES D. CRANDALL, M. D.

Deputy Medical Superintendent, Bellevue Hospital.

INVOCATION—REV. DAVID BOWEN

Chaplain, Bellevue Hospital.

PRESENTATION OF THE GRADUATING CLASS

MISS BLANCHE E. EDWARDS

Principal of the Bellevue Schools of Nursing.

CONFERRING OF DIPLOMAS:

MRS. HENRY JAMES

President, Board of Managers, Bellevue Schools of Nursing.

ANNOUNCEMENT OF HONOR AWARDS:

MISS EDWARDS

ADDRESS—HARRY EMERSON FOSDICK, D. D.

BENEDICTION—REV. DAVID BOWEN

BELLEVUE SCHOOL OF NURSING 1940 GRADUATING CLASS

GRACE ABELE New York	LILLIAN J. COHEN New York
FLORENCE M. ADAMS Texas	PAULINE ANNE COMER Georgia
FRANCES LOUISE ANDERSON South Carolina	MARY T. DIMARTINO New York
ANTOINETTE E. APONTE New York	JULIA ALICE DUZY Pennsylvania
CECYL M. ATWOOD New York	MARY MADELINE DZENIS New York
IDA MARCELLA BAIETTI New York	HILDEGARD EGGERS New York
MARY ADELE BARKER North Carolina	EVA KATHRYN ELKINS Illinois
DOROTHY BATESON New York	MARTHA ELIZABETH ELLSTON Rhode Island
INEZ CATHERINE BILLIG Pennsylvania	LUCILLE J. EVANCIEW New York
MARY THERESA BITEL New York	FLORENCE B. FASKOE New York
MARY RACHEL BLAIR West Virginia	MARJORIE W. FESSENDEN New York
GRACE B. BLOOM New York	FANNY FISHERMAN New Jersey
JANETTE M. BROSKOSKE Pennsylvania	MARGUERITE ANN FITZPATRICK New York
SARAH WESTRAY BUNN North Carolina	EVE FLEWELYN Connecticut
MARGARET M. CALLER Pennsylvania	CLARA THERESA GERITY New York
HARRIETT MELVINA CHANTRY Iowa	ELIZABETH A. GLANDER New York
EVELYN GRACE CLARK New York	MARION G. GLENN Michigan

HANNAH GOLDBERG
New York

LUBOV RUBY GROMADSKY
New York

JENNIE E. GRUSHINSKI
New Jersey

KATHARINE H. HAYWARD
New Jersey

ELIZABETH HAUPT
New York

MURIEL G. ISRAEL
New York

MAGDALENE A. JOHNSTON
New York

FRANCES KAHN
New York

WLADYSLAWA KARPINSKI
New Jersey

AMELIA KAZIUKONIS
Connecticut

BEATRICE KIRKLAND
New Jersey

MARIE JUNE KOMP
New York

ELIZABETH ANN KOVACH
Pennsylvania

MARION E. LANG
New York

HELEN HILDA LASHER
New York

LOUISE E. LEARY
Massachusetts

HELEN JOY LEWIS
New York

WINIFRED JOAN McMANAMY
New York

CLAIRE E. McNULTY
Pennsylvania

LILLIAS AMELIA W. MAIR
New York

MARGARET RITA MILLER
Connecticut

ROSE NADILMAN
New York

JOANN ALBERTA NICHOLS
Connecticut

LOIS IRENE NOBLE
Pennsylvania

ANNA ROSE OETKEN
New York

ANN OPRENDEK
Pennsylvania

MAE M. PAULISHAK
Pennsylvania

LEONA E. PAWLOSKI
Pennsylvania

ESTHER CROCKETT PIKE
Maine

TESSIE J. POPU
New York

WINIFRED B. REGAN
New York

HELEN W. RIGG
Pennsylvania

JOYCE L. RINIER
Ohio

PACE MARIA ROCCHI
New York

VICTORIA A. RODZIEWICZ
New Jersey

MARION BARBARA SAMUEL
New York

BEATRICE SILVERMAN
New York

VIRGINIA MARION SIMMS
Ohio

JULIA ANNE SMITH
New York

HELEN M. SMULKSTIS
Pennsylvania

C. MARIE STARK
Texas

PEBBYL STEPHENS
Oklahoma

IRENE MARIE STEINMANN
New York

SOPHIE SUCHERNICK
New York

DOROTHY C. TIPPLE
New York

MILDRED I. VICTOR
New York

BARBARA MANLEY WHITCOMB
Massachusetts

CATHERINE M. WILSON
New York

DORIS WINDVER
New York

ALICE MAY YEAGLE
Ohio

ANNA JANE YOUNG
Pennsylvania

ADELE B. YOZATES
New York

BLANCHE EDWARDA ZUKOWSKI
Pennsylvania

MILLS SCHOOL OF NURSING

Class of 1940

ARTHUR ANDRZEJEWSKI
New York

JAMES EDWARD BOURLAND
Texas

FREDERICK E. DECKER
New York

MARTIN G. ESTONIA
Connecticut

CHARLES T. HORTON
Ohio

SEYMOUR KAUFMAN
New York

DONALD LECKRONE
Michigan

THEODORE P. MARKIEWICZ
New York

MICHAEL A. MARKOWSKI
Pennsylvania

FRANCIS VINCENT MISHKEL
Pennsylvania

CHARLES A. MONDRUT
Ohio

GEORGE MOSKOVITS
New York

GAETANO MUSCO
Rhode Island

BERNARD MICHAEL O'SHESKE
Connecticut

GERARD A. OUELLETTE
New Hampshire

ANDREW PAPESH
Pennsylvania

ROBERT J. PATTERSON
Pennsylvania

JAMES R. PEPPER
Wisconsin

JOHN F. PERRY
Pennsylvania

JACK SOBEL
New York

EVERETT VAN VALKENBURG
New York

JAMES P. WATSON
Pennsylvania

IRVIN M. ZWIEBEL
Nebraska

BELLEVUE AND MILLS SCHOOLS PRIZES AND AWARDS—CLASS 1940

The following prizes and awards were announced at the graduation exercises in College of the City of New York Auditorium on March seventh.

The Lavinia Dock prize, cash award of twenty-five dollars, given by The Board of Managers to the young woman of the graduating class who maintained the highest scholastic standing throughout the course, was presented to

MISS FRANCES KAHN

A similar award, known as the Mrs. Whitelaw Reid prize, was presented to the man in the graduating class whose scholastic average was highest. This award was won by

MR. ANDREW PAPESH

Mr. Papesh also received the Mills School Alumni award—a Mills School graduate pin.

The following students from the two schools received honorable mention for superior scholastic achievement: (The names are presented alphabetically, not in the order of their scholastic standing.)

FLORENCE ADAMS	GEORGE MOSKOVITS
MARY BARKER	ROSE NADILMAN
MARY BITEL	JOANN NICHOLS
HILDEGARD EGGERS	ANNA OETKEN
HARRIET M. CHANTRY	LEONA PAWLOSKI
MARTIN ESTONA	VIRGINIA SIMMS
ELIZABETH GLANDER	SOPHIE SUCHERNICK
LUBOV GROMADSKY	BEATRICE KIRKLAND
MARION LANG	DORIS WINDVER
HELEN LEWIS	ALICE YEAGLE
MARGARET MILLER	IRVIN ZWIEBEL

Two cash awards of twenty-five dollars each, known as the Mrs. William Preston Griffin prizes, are presented by the Board to the members of the Bellevue graduating class whose efficiency in bedside nursing has been rated highest. From the senior section of the class the recipient selected for the Griffin prize was

MISS JOANN NICHOLS

From the junior section of the class the ward was won by

MISS PEBBYL STEPHENS

The D. O. Mills prize of twenty-five dollars, given by the Board to the man who has attained highest honors in bedside nursing, was awarded to

MR. CHARLES MONDRUT

Mr. Mondrut also received a Mills School graduate pin in recognition of his achievement, the gift of the Mills School Alumni Association.

The following students were close competitors for the awards for excellence in bedside nursing and received honorable mention :

MARGARET CALLER	ANNA OETKEN
JULIA A. DUZY	GERALD OUELLETTE
MARTIN ESTONA	ANDREW PAPESH
LUBOV GROMADSKY	SOPHIE SUCHERNICK
MICHAEL MARKOWSKI	IRVIN ZWIEBEL

Each year the Board also awards a prize of twenty-five dollars to the second year student in either school whose efficiency in bedside nursing has been rated best of the class. This award, the Isabel Hampton Robb Prize was won this year by

MISS DOROTHY TIPPLE

Second year students who have won honorable mention for skill in bedside nursing are the following :

GRACE BUGDENOVICH	DOROTHY MULCARE
ELEANOR DURYEA	ERSEL RICH
AGATHA EVASKITIS	THOMAS SAMARTINO
ELIZABETH KOVACH	EVERETT STOOKS

HJORDIS THURESSON

Five Scholarship awards of two hundred dollars each, comprising a total of one thousand dollars, given annually by the Board of Managers to graduates of the schools to assist in furthering their professional preparation, have been announced and will be awarded for use during the 1940-41 academic year.

The recipients are :

- Mr. Frank S. Pac, Class of 1936
- Miss Harriet Beaton, Class of 1936
- Miss Beverly Stettner, Class of 1937
- Miss Regina Schreiber, Class of 1937
- Mrs. Louise Mazzochi, Class of 1938

HARLEM SCHOOL OF NURSING

Annual Report 1939-1940

To the Board of Managers of the Harlem School of Nursing:

In our bi-monthly meetings, we have discussed together freely the events and problems of the Harlem School of Nursing and the Nursing Service for 1939 as they have made their appearances. However, I wish to submit to you a written resume of these activities for the year,—1939-1940.

THE SCHOOL OF NURSING

STUDENT BODY

The student body numbers 93. It is divided as follows:

First year students.....	38
Second year students.....	23
Third year students.....	32

Forty-three students were admitted to the school during the year. Of this number, 38 remain.

Forty-three students completed the course during the year just ended.

FACULTY

There have been no new faculty appointments or resignations this year, except among the head nurses and ward instructors. The head nurses and ward instructors have been attending classes at some one of the colleges or universities. The stimulation that they receive there is reflected in their work.

THE CURRICULUM

The curriculum comprises a total of 1238 theory nursing hours, covering a period of 156 weeks, (including 12 weeks vacation and four weeks health allowances). The time is divided as follows:

Freshman Term—24 weeks—557 theory hours—120 hours of practice assignment in hospital
Sophomore Term—36 weeks—258 theory hours—32 weeks of practice assignment in hospital
Junior Term—56 weeks—277 theory hours—56 weeks of practice assignment in hospital
Senior Term—40 weeks—146 theory hours—34 weeks of practice assignment in hospital

Affiliations have been continued with Sea View, Willard Parker and Bellevue Psychiatric Hospitals. A two months affiliation with Henry Street is also given as an elective.

EDUCATIONAL PROGRAM

During the year 1939, the program conducted for clinical instruction attempted to correlate theory and practice in all subjects. Individualized nursing care was introduced successfully on some of the wards, the study first being introduced to the staff nurses and carried into the student program. Individualized nursing has made a definite contribution toward better nursing care, I feel.

The general plan for ward teaching follows the same routine of morning or afternoon conferences, demonstrations and projects. Emphasis is placed on teaching of the patient together with individualized nursing care. The attention of our instructors has been focused on the proper guidance of the students.

EXTRA-CURRICULAR ACTIVITIES

Under the guidance of our class advisers and instructors, the extra-curricular activities have been carried on successfully. The Glee Club director is the only paid instructor for extra-curricular activities. The Student Association pays the salary of Mrs. Alta Hayes, the director. The Glee Club has had a very successful year. They took part in the "Hospital Day", Friday, May 12th, at the World's Fair, and New York State Nurses Day at the World's Fair, October 21, 1939.

The Athletic Association under the guidance and leadership of Miss Ruth Bryan, Supervisor of the Medical Service, had a successful year. Our recreation room was used extensively for ping pong, chinese checkers, table bowling and archery. Other activities participated in were hikes, roller-skating, bicycling, volley ball and hand ball. The basketball team played a series of eight games and won six.

THE NURSING SERVICE

RESIGNATIONS AND APPOINTMENTS

The total number of graduate nurses resigning from the staff was 85, plus 2 chief nurses.

The total number of appointments to the staff was 94, with an addition of 3 chief nurses.

CHANGES IN NURSING SERVICE

There have been no nursing services which have changed in the nature of nursing care. However, additional work has been added to some of the nursing services: (1) In November a clinic nurse was assigned to the Tuberculosis Clinic. This was done upon the request of Miss Massopust to relieve the social workers of nursing duties in the clinic. (2) The blood bank service has

been very active this year. We have had to assign two nurses to it. (3) Patients have been added to the services in the main building by admitting patients to the porches. It is planned to change the census of the hospital from 642 patients to 763. (4) A nurse was also added in the physio therapy department this year. As there was never a nurse in charge of the supplies and dressings, it was felt that she was needed. She also instructs students in the use of the machines. (5) A nurse was assigned to collect mothers' milk on the obstetrical service. While this did not require the full time service of a nurse, she devotes most of her day to pumping and instructing the mothers to pump their breasts.

STAFF EDUCATION

Meetings have been held by Miss Harty, regularly, for the supervisors each week where problems of administration and teaching have been discussed. Reports of meetings attended outside the hospital by the members of this group have also been given.

Mrs. Farrar, the Assistant Superintendent of Nurses, has held regular meetings with the charge nurses. This group, for the most part, attended the classes sponsored by New York University for ward teaching in the spring, and written English in the fall. They plan to continue with written English in the spring of 1940 and sociology the following year. This fall they have been discussing the new curriculum guide.

A series of eight classes in Social Usage was given by Mrs. Edward C. Carter and Mrs. N. Penrose Hallowell to the head nurse group. These classes were held once a week where dress, travel, social customs, personality development, conversation and similar subjects were discussed. The head nurses appreciated and enjoyed the course. Plans are made to give this instruction to the students.

The staff nurses program has followed along the lines of their needs. This fall newer drugs have been taken up.

Through the courtesy of Miss Plambeck, four young ward instructors attended ward instruction classes at Bellevue Hospital on Tuesdays and Thursdays. Mrs. Ruff felt they had been benefited.

Classes for hospital attendants were planned and given in the spring of 1939 by the two personnel supervisors. The course was twelve hours, covering elementary nursing, personal hygiene, hospital behavior, hospital relationship, hospital housekeeping, and the preparation and serving of food.

The hospital helper group has had classes started for them in the fall following along their needs.

HEALTH PROGRAM

There has been no change in the set-up of the health service this year. Below are the number of graduates and students, with their days off ill from January to December.

<u>Month</u>	<u>No. Graduates</u>	<u>Days ill</u>	<u>No. Students</u>	<u>Day ill</u>
January	112	582	18	138
February	98	522	16	107½
March	103	572	17	107½
April	94	371½	18	82
May	102	443	25	111
June	95	404	15	104½
July	79	290	16	58½
August	84	329½	9	61½
September	81	349	8	55
October	83	376	19	111½
November	86	239	19	74½
December	119	405	23	117½

REPAIRS AND RENOVATIONS

The C wing of the main building, consisting of five floors, was completely renovated this year.

The elevators in the nurses' home have been out of order but have given some better service than last year.

The Library was moved from the new home to a larger room in the old home. The old room was turned into a supervisors' dining room. This change for the supervisors took several tables out of the crowded dining room.

APPRECIABLE IMPROVEMENTS IN TYPE OF SERVICE TO PATIENTS

Certain improvements have been made for patients' care this year:

- A. The establishment of a central linen room was a service to patients in that we are now better able to control our linen, insuring the patient of clean linen frequently.
- B. New, electric coffee urns not used in the women's pavilion kitchens were inspected by the engineer in February and put into use. Coffee is now prepared on wards.
- C. A library was established for the patients in February. The W. P. A. allowed a librarian to take care of the books and magazines on the wards.
- D. The property office has been opened daily, including holidays and Sundays, since February. This is a service to patients as they are better satisfied to go home with their property.
- E. The collection of breast milk was begun in July. We are now supplying all the breast milk needed for our service.

This item previously cost the City about \$400. a month. An excellent report is also given by Dr. Gleich on our premature service.

- F. The blood bank established last year is now running very smoothly so that patients receive more transfusions than previously when the blood was purchased by the City or given by relatives.
- G. The Department of Hospitals in November gave the services of a nurse to the mothers' club work one day a week. The club is for prenatal mothers and is held on Monday evenings, with an attendance of eighty or above.
- H. The "C" wing of the main building has been opened this fall. 1 C was opened for new admissions; 2 C for male surgical specialities; 3 C for male medicine and 4 C for female tuberculosis.

PATIENT CENSUS AND SERVICE

The highest patient census for the year was 730 on December 8, 1939; the lowest patient census for the year was 583—September 1, 1939. The average daily census for the year was 664.2.

Clinic census—1939—New cases	34,046
Revisits	394,400
Total	<u>428,446</u>

We do not have a great variable census load. We usually have every available bed in use. In the summer months, the census in medicine is somewhat lower because of seasonable diseases as colds and pneumonia. Taking the month of November as a typical month, we admitted 1406 patients, while we transferred away 833 patients, showing the inadequacy of the hospital to meet the community needs.

A cooperative, interesting program has been inaugurated between the Henry Street Visiting Nurse Service and the Hospital this fall. This undertaking, if carried out, should relieve us of non-acute cases as it will permit the Henry Street Visiting Nurse to take care of such patients in the home. These cases will be referred to them by the physicians of the Out-Patient Department, the emergency ward and the hospital wards.

PROBLEMS IN THE NURSING SERVICE

We have not had the problems in the nursing service that we had last year. Some of our minor problems at the end of this year are:

- A. The maintenance department is behind in the repair of plumbing.

- B. Vermin keep making an appearance if constant vigilance is not kept over the hospital. We lost the W. P. A. exterminators for a few months but have received others the latter part of the year.
- C. The linen problem at the end of the year is much improved over last year and if we get some additional linen—sheets, pillow cases and towels,—we will be able to bring our linen up to standard.
- D. We could use about 120 lockers to accommodate the nurses living out. These were not given to us when the positions were granted. They have been ordered on the extraordinary items budget for 1940.
- E. The flies and mosquitoes were very bad in the summer months as we had no screens on the wards nor in the home. The W. P. A. hung screens in the fall so that that should not be a problem next summer.
- F. The nurses' homes are in need of paint. They have not been painted for four years. A requisition to make that a W. P. A. project was sent in to Mr. White by Dr. Magelaner.
- G. Nurses have been charged for hospitalization when they have been ill, if they were on a no maintenance salary. Some form of hospitalization insurance is needed for these nurses.
- H. The noise in and around the hospital is loud. Complaints have been forwarded to Commissioner Valentine and he sent two policemen to investigate it, but nothing at the end of the year has been done by the police. Dr. Magelaner stationed a hospital watchman outside the nurses' home from 12 to 4:30 in July, to keep the small boys and ruffians out of the home.

RECOMMENDATIONS

- A. That more linen be supplied the hospital.
- B. That a large bus be granted us to take the students to and from Willard Parker and Bellevue Hospitals.
- C. That the nursing school be established here at Harlem Hospital. At the present time the students are going to Lincoln Hospital for all of their laboratory work. We have enough room to accommodate this laboratory and, if additional tables and equipment can be obtained, we could start next September.
- D. That we discuss with persons who are interested a solution for convalescent care for negro nurses and patients. There are no available places at the present time.

- E. That supervisors be granted a living out salary. If a staff nurse with no maintenance salary resigns, let the new nurse coming on the staff accept a living in salary, with the supervisor's room, and add the \$360. to the yearly salary of the supervisor.

ACKNOWLEDGMENTS

The year 1939 has been a pleasant, constructive year. It was made so by your influential and understanding Committee; by the complete support of the administration of Commissioner Goldwater and Miss Mary Ellen Manley; by the help and guidance of Dr. Magelaner and the Medical Board; and by my three assistants and co-aides: Miss Alice Brewer, Mrs. Henrietta Farrar and Mrs. Jessie Ruff.

Respectfully submitted,

MARY PAULINE HARTY, R. N.,
Superintendent of Nurses.

HARLEM HOSPITAL SCHOOL OF NURSING
GRADUATING CLASS 1940

NORA MARIA ATKINS, Washington, D. C.
MADELINE BALL, New York
GRACE MARY BELLE, New York
HELEN MAE BIASSEY, New Jersey
MARJORIE ERNESTINE BLAYLOCK, North Carolina
RUBY CHERRY, Georgia
CHARLOTTE CLARK, New York
MILDRED LEE CLARK, Alabama
BARBARA VIRGINIA CUNNINGHAM, New York
ALICE MAUDE DUNKLEY, Maryland
JENNIE ENGLISH, New York
HAZEL PAULINE FLOUNOY, New York
MARY LAVENIA GIBBS, New Jersey
ERNESTINE LOUISE GORDON, Massachusetts
MARY ELIZABETH HASLERIG, Georgia
ELIZABETH ANNE HOBDAY, Virginia
ROSITA JUANITA JACKSON, Virgin Islands
CYNTHIA VERONICA LEVELL, British West Indies
SYBLE ALDINE LEWIS, New York
DOROTHY MAMIE MORTON, New Jersey
MARION MEADE PHILLIPS, New York
HELEN FLECHA PLINE, New York
BERNIECE M. PORTER, New York
MARIE CLEMENCE REED, Missouri
MARY ELIZABETH RICKARDS, Pennsylvania
ERNITHA ELIZABETH ROGERS, New York
MURIEL VIRGINIA SHELTON, New York
VIRGINIA MAY SMART, New York
LOIS URQUHART, New York
MARGUERITE JANE WALL, Pennsylvania
MARTHA LILLIAN WILLIAMS, Missouri
RUTH CONSUELA WORMSLEY, Pennsylvania

HARLEM HOSPITAL SCHOOL OF NURSING

AWARDS — GRADUATION 1940

- I. HIGHEST SCHOLASTIC RECORD\$50.00
 Given by the Superintendent of Nurses and
 Administrative Staff, Educational Department,
 Ward Supervisors, Head Nurses and Ward
 Instructors.

AWARDED TO: MISS ELIZABETH ANNE HOBDAV

Honorable Mention:

MISS MARIE REED

MISS MARJORIE BLAYLOCK

MISS LOIS URQUHART

- II. HIGHEST PROFICIENCY IN BEDSIDE CARE.....\$25.00
 Dr. John F. Connor's Memorial Prize—Given
 by his daughters: Mrs. George McLachlon and
 Mrs. Gladys Chabot.

AWARDED TO: MISS MARY HASLERIG

Honorable Mention:

MISS LOIS URQUHART

MISS MILDRED CLARK

- III. BEST HEALTHMedal
 Given by the Gamma Delta Sorority.

AWARDED TO: MISS LOIS URQUHART

- IV. STUDENT IN SENIOR CLASS WHO HAS DONE BEST
 WORK IN GYNECOLOGY\$15.00
 Given by Dr. Henry C. Falk—Director of Gynecology

AWARDED TO: MISS GRACE MARR

Honorable Mention:

MISS VIOLA ARTSEN

MISS MARGARET LAWSON

Sixty-Seventh Annual Report

OF THE

Bellevue Training School for Nurses

1940

CERTIFICATE OF INCORPORATION

The Training School For Nurses

The undersigned citizens of the State of New York and of the United States of America, all being of full age, desire to form a charitable society under the Act of the Legislature of the State of New York, passed in the year 1848, entitled, "An Act for the incorporation of benevolent, charitable, scientific and missionary societies," and the acts amendatory thereof, do make and file this certificate:

ARTICLE I. The name by which this society shall be known is "The Training School for Nurses."

ARTICLE II. The object of this society is the training of nurses for the sick in order that women shall find a school for their education and the public shall reap the advantage of skilled and educated labor.

ARTICLE III. The number of directors of this society shall be ten, who shall be for the first year Mrs. W. H. Osborn, Mrs. Robert Woodworth, Mrs. William Preston Griffin, Mrs. Lucius Tuckerman, Miss A. H. Woolsey, Miss Ellen Collins, Miss Julia Gould, Mr. Henry G. Stebbins, Mr. Chandler Robbins, Dr. W. G. Wylie.

ARTICLE IV. The principal place of business of this society shall be in the City and County of New York.

Dated, New York, February 2, 1874.

ELIZABETH C. HOBSON, *President*,
VIRGINIA R. OSBORN,
ALLINE P. WOODWORTH,
ABBY HOWLAND WOOLSEY,
ELIZA WOLCOTT TUCKERMAN.

STATE OF NEW YORK
CITY AND COUNTY OF NEW YORK } ss.:

On this second day of February, 1874, before me personally appeared Elizabeth C. Hobson, President; Virginia R. Osborn, Alline P. Woodworth, Abby Howland Woolsey, and Eliza Wolcott Tuckerman, five of the above named incorporators, to me known to be the same persons described in and who executed the foregoing certificate, and severally acknowledged to me that they executed the same.

S. B. GOODALE,
Notary Public (23),
New York County.

(SEAL)

Filed May 9, 1874.

STATE OF NEW YORK
CITY AND COUNTY OF NEW YORK } ss.:

I, William J. McKenna, clerk of the said City and County, and clerk of the Supreme Court of said State for said County, do certify that I have compared the preceding with the original certificate of incorporation of The Training School for Nurses, filed May 9, 1874, on file in my office, and that the same is a correct transcript therefrom, and the whole of such original. In witness whereof, I have hereunto subscribed my name, and affixed my seal this 7th day of March, 1892.

WM. J. MCKENNA, *Clerk.*

By order of Court, name changed to

THE BELLEVUE TRAINING SCHOOL FOR NURSES

April 14, 1903.

CONSTITUTION and BY-LAWS *of* BELLEVUE TRAINING SCHOOL FOR NURSES

ARTICLE I.

The name by which this Society shall be known is The Bellevue Training School for Nurses.

ARTICLE II.

The object of this Society is the training of nurses for the sick in order that women shall find a school for their education and the public shall reap the advantage of skilled and educated labor.

BY-LAWS

I. MEMBERSHIP.

The Society shall consist of Honorary and Active and Supporting Members.

Honorary Members shall be elected by the Board of Managers for valuable aid or important service rendered to the School.

Active Members shall be those who serve on the Board of Managers.

Supporting Members shall be those who make an annual subscription.

II. BOARD OF MANAGERS

The Board of Managers shall be the same persons as those appointed to the Board of Managers of the Schools for Nursing of Bellevue and Allied Hospitals.

No member of the Board of Managers shall receive any compensation for services rendered.

III. REPORTS.

The Board of Managers shall keep Minutes of its meetings and shall make an Annual Report to the Department of Hospitals.

IV. MEETINGS.

The Board of Managers of the Bellevue Training School for Nurses shall hold an Annual Meeting in March or April and such other meetings as may be called by the President. Five members shall constitute a quorum.

V. OFFICERS.

The officers of the Society shall be a President, an Executive Vice-President, a Second Vice-President, a Secretary, a Treasurer and an Assistant Treasurer. They shall be elected annually by a two-thirds vote by ballot of the Board of Managers, from among its members, with the exception of the Assistant Treasurer, who need not be a member of the Board of Managers. In case of the death or resignation of an officer, a successor for the remainder of the year may be elected by a two-thirds vote by ballot of the Board of Managers at any regular or special meeting of the Board, two weeks notice in writing having been given by the President or the Secretary.

VI. NOMINATING COMMITTEE.

There shall be a Nominating Committee for officers, consisting of three members of the Board of Managers, named by the President, who shall prepare and submit a ticket annually to the Board. This ticket must be submitted in writing to each member two weeks before the annual meeting of the Board of Managers.

VII. PRESIDENT.

The President shall preside at all meetings of the Board of Managers, and shall call special meetings at her discretion, or upon the written request of three members of the Board. The President shall appoint all special and sub-committees. The President may delegate any or all of these duties to the Executive Vice-President, subject to approval by the Board of Managers.

VIII. VICE-PRESIDENT.

The Executive Vice-President shall in the absence of the President, perform the duties of the President. She shall also perform such other duties of the President as the President shall delegate to her, subject to approval by the Board of Managers.

X. SECRETARY.

The Secretary shall perform the duties usually appertaining to this office.

X. TREASURER.

The Treasurer shall keep all the accounts of the Board of Managers and render a monthly statement. An Assistant Treasurer may be appointed by the Board of Managers when found necessary.

XI. BY-LAWS.

These By-laws may be amended by a two-thirds vote at the annual meeting of the Society, due notice being given in writing.

MINUTES OF THE BOARD OF MANAGERS ANNUAL MEETING

The Annual Meeting of the Board of Managers of the Incorporated Society of the Bellevue Training School for Nurses was held on Friday, April 5th, 1940 at 10:45 A. M. at 440 East 26th Street, New York City.

President: Mrs. Auchincloss—in the Chair.

Mrs. Aldrich	Mrs. Dulles
Mrs. Hoyt	Mrs. Farrar
Mrs. Mason	Mrs. Ballantine
Miss Potter	Miss Iselin
Mrs. Bispham	Mrs. Franklin
Mrs. Williams	Mrs. Forsyth

The minutes of the last Annual Meeting were read and on motion approved.

The Treasurer's Annual Report was read and on motion accepted and ordered filed. The Treasurer also presented the report of the principal account which was accepted and on motion ordered filed.

The Vice-President asked Mrs. Mason to take the chair during nominations.

The report of the nominating committee was called for, and this committee previously appointed by the President with Mrs. Morris as chairman submitted the following ticket.

President.....	Mrs. Henry James
Executive Vice-President.....	Mrs. J. Howland Auchincloss
Second Vice-President.....	Miss Louise Iselin
Secretary.....	Mrs. Winthrop W. Aldrich
Treasurer.....	Mrs. George S. Franklin
Assistant Treasurer.....	Mrs. Lansing P. Reed
	and the Bank of New York, Madison Avenue Branch

On motion, duly made and seconded, the Secretary was instructed to cast one ballot for the entire ticket which was duly elected.

The following resolution was moved, seconded and passed:

RESOLVED, that from and after the calendar year 1940 the fiscal year of the School shall be the period from July 1 until the following June 30, and

FURTHER RESOLVED, that the Treasurer be and she hereby is directed to submit, at the first Annual Meeting of the Society following the meeting in April, 1940, a report covering the

period from January 1, 1940 to June 30, 1940. Such report may, in the discretion of the Treasurer, be included in a report prepared for the period from July 1, 1939 to June 30, 1940, and

FURTHER RESOLVED, that the Secretary be and she hereby is authorized and directed to notify the Department of Hospitals and such other departments of the City as may seem to her appropriate of the foregoing action.

The following resolution was moved, seconded and passed:

That the Osborn Hall Committee and the officers of the Board are authorized to make any decisions and to sign any papers that may be necessary in connection with legal matters pertaining to Osborn Hall and adjacent property during the summer months when regular meetings of the Board are not held.

The following resolution was moved, seconded and passed:

That the Board of Managers of the Incorporated Society of the Bellevue Training School for Nurses does hereby ratify, approve and confirm all acts performed by the officers, agents and representatives of the Bellevue Training School for Nurses pursuant to authorization of the Board of Managers of the Schools for Nursing of Bellevue and Allied Hospitals and grants to them the same force and effect as if they had been authorized by the Board of Managers of the Incorporated Society of the Bellevue Training School for Nurses.

There being no further business the meeting was adjourned.

HARRIET ALDRICH, *Secretary*.

REPORT OF THE OSBORN HALL COMMITTEE 1939—1940

The Committee reports with satisfaction steady progress in carrying out expenditures planned and authorized in 1938, the increasing use of facilities, and above all renewed interest and co-operation from guests.

The major repairs, painting and new furnishings are practically completed, all of which are appreciated by old residents, and which are promoting applications for rooms.

Many of the 53 rooms rented to the City, are in fair condition, but need new furniture and rugs, which will be gradually acquired.

It is gratifying to go about the well kept house, specially through the clean halls upstairs, no longer unsightly from fallen plaster and cracks, and into fresh and pleasant bedrooms.

The Committee gratefully acknowledges the efficiency and devotion of the manager, Miss Marian Smith, who has accomplished the work of renovation with minimum discomfort to

guests. It has not been easy, as it meant adjustments so rooms could be empty for painting and repairs. She has been ably supported by her loyal and competent staff, and employees. Good will between departments has made for cheerful co-operation, and successful results.

RENTALS

Rentals have averaged about the same as last year, namely 98% of capacity. Vacant rooms, as well as the two reserved for transient guests are in constant demand, and were specially so last summer due to Fair Visitors, and it is expected will be again this year.

DINING ROOM AND COFFEE ROOM

The Dining Room opens at 7 A. M. for the convenience of house guests and others desiring early breakfast. It remains open for lunch, closing for the day at 2:15 P. M. The Coffee Room opens at 10:30 A. M. and remains open until 11 P. M. Both rooms are crowded at lunch time except for the two summer months, when one room at a time is open.

The Faculty Room, adjoining the Dining Room, and used by the New York University Doctors for lunch, has been unusually full this winter. This room is also available for private dinners and parties, an opportunity appreciated by Doctors and Nurses who wish to entertain a small group.

New use of the Dining Room for lunch has developed this winter. Small groups of N. Y. U. Medical students have reserved one or more tables each day, inviting one professor from the staff to meet with each group.

In 1939 nineteen hundred more meals were served than in 1938, and in the first five months of 1940, forty-four hundred more than in same period of 1939.

SHOP

The need of this branch of Osborn Hall service is demonstrated by the constant use made of it. In addition to articles for sale it affords increasing Library facilities to meet the demands. Doctors, Internes as well as Nurses and other guests avail themselves of its opportunities. Twenty-five cent editions of standard books are more and more bought to give to patients in the tuberculosis and other wards, also magazines.

A larger number of World's Fair tickets at special rates have been sold this year than last, to Doctors and Nurses—a convenience greatly appreciated.

The Shop fully meets its share of Osborn Hall expenses.

FINANCIAL REPORTS

Last year a sum for depreciation was set aside. It has proved its value in many ways, enabling us to cover such ex-

penses as a new fire box for boilers at a cost approximately of \$500.00, an item absolutely necessary but not an ordinary operating expense. Also all windows have been caulked, puttied and painted to avoid greater expense later on.

With the major repairs and replacements, authorized in 1938 now practically completed the House is in good order, and unless for unforeseen emergency possibilities, the Committee feels the Training School Board can be assured that Osborn Hall will continue to meet its financial responsibilities.

The quarterly reports of the auditor, and monthly statements have been regularly submitted to the treasurer of the Bellevue Training School. Duplicates of these are also on file and available at the office of Osborn Hall, so for lack of space are not presented in this report.

Respectfully submitted,

OSBORN HALL, COMMITTEE

MRS. WILLIAM CHURCH OSBORN,
Chairman

MRS. J. HOWLAND AUCHINCLOSS

MRS. GEORGE FRANKLIN

MRS. HARRY FORSYTH

MRS. JOSE FERRER

MRS. JOHN FOSTER DULLES

PROPERTY OF BELLEVUE TRAINING SCHOOL FOR NURSES

REAL ESTATE

Osborn Hall—A six-story building with a frontage of 110 feet on 26th and 125 feet on 25th Street and a vacant lot adjoining 100 feet deep and 25 feet wide fronting 25th Street.

The building is used as headquarters of the Alumnae Association, and as a center of activities for those connected with the hospital. Most of the 185 rooms are rented to Bellevue Graduates. Fifty-three of these rooms are rented by the City to house graduate nurses employed in Bellevue Hospital. There are Assembly and Reception Rooms, a Shop, a Restaurant, an Alumnae Committee Room and the Registry Office.

The Annex—An eight-story building with a 50 foot frontage on 26th Street, 100 feet deep, accommodates 85 guests and is at present rented to the city to house graduate nurses.

MRS. GEORGE S. FRANKLIN, *Treasurer.*
Bellevue Training School for Nurses, Inc.
26th Street and First Avenue
New York, N. Y.

Dear Madam :

Pursuant to engagement I have made an examination of the recorded cash receipts and disbursements of the general fund checking account of the

BELLEVUE TRAINING SCHOOL FOR NURSES, INC.
for the year ended December 31, 1939 and present herewith the following statement :

*Statement of Cash Receipts and Disbursements of the
General Fund Checking Account for the Year Ended
December 31, 1939.*

In connection with the foregoing I examined or tested accounting records and other supporting evidence including confirmation of cash by inspection or certificate obtained from the depository. All recorded cash receipts were deposited in bank and all expenditures were supported by signed vouchers.

In my opinion based upon such an examination the accompanying statement sets forth the recorded cash receipts and disbursements of the general fund for the year ended December 31, 1939

Very truly yours,

FREDERICK FISCHER, JR.
Certified Public Accountant.

New York, N. Y.
March 19, 1940.

STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS OF THE GENERAL FUND CHECKING ACCOUNT FOR THE YEAR ENDED DECEMBER 31, 1939

Balance December 31, 1938		DISBURSEMENTS	
	\$		\$
In bank	3,655.84	Expenses	
Petty cash	400.00	Salaries — Physical Education, Recreation, Guidance	\$4,400.00
		Salaries — Health Service	3,605.00
RECEIPTS		Nursery School — Salary	540.00
Income		Expenses	50.00
Dues	300.00		
Donations	240.00		
Special donation—Library	50.00		
Special donations—Other	208.00		
From invested funds			
General fund	\$3,915.98	Office expense:	
Mrs. William Preston Griffin Fund	25.00*	Salaries	170.00
		Miscellaneous	64.01
Rent from New York City	19,500.00	Bellevue House (Nurses Residence):	
		Salaries and Wages	500.00
Total Income Receipts	24,238.98	Miscellaneous	408.10
Other Receipts		Senior House	
Refunds from Educational and Recreational Fund on account of salaries advanced for that fund	5,595.67	Salaries	2,220.00
Refund on advance for installation of locks at Bellevue House	64.00	Fuel	1,063.49
Payment from Osborn Hall	1,000.00	Water	1,007.85
Refund from New York City of amount deposited in connection with Osborn Hall settlement	875.00	Gas	22.44
		Electricity	2,447.42
Total Other Receipts	7,534.67	Insurance	352.63
		Telephone	69.55
Total Receipts	31,773.65	Repairs and supplies	1,508.47
		Taxes	8,786.75
			12,478.60

Pension	600.00
Graduation	134.13
Graduation prizes	100.00
Graduation prize — Mrs. William Preston Griffin Fund.....	50.00
Scholarships	1,000.00
Conventions	200.00
Printing annual report.....	279.99
Auditing	175.00
Custodian fees and commission charges in connection with securities	173.48
Library books	30.23
Convalescent care	50.00
Petty cash — Mills School.....	10.00
Total Expenses	25,018.54

Other Disbursements

Salaries advanced for account of the Educational and Recreational Fund	5,566.86
Legal expense in connection with refund from New York City — Osborn Hall settlement.....	102.20
Payment to Osborn Hall — balance on \$875.00 refunded by New York City in connection with settlement	772.80

Total Other Disbursements	6,441.86
Total Disbursements	31,460.40
Balance, December 31, 1939	
In bank	3,969.09
Petty cash funds	400.00
Total	\$ 4,369.09
Total	\$35,829.49

* There was arrears of interest on coupons due July 1, 1939 amounting to \$25.00.

Audited by
FREDERICK FISCHER, JR.
 Member of the American Institute of Accountants.

Respectfully submitted,

MRS. GEORGE S. FRANKLIN,
 Treasurer.

Pension	300.00
Graduation	156.53
Graduation prizes	100.00
Graduation prizes — Mrs. William Preston Griffin Fund	50.00
Convention expense	60.00
Auditing	190.00
Custodian fees and commission charges in connection with securi- ties	84.49
Total Expenses	12,748.95

Other Disbursements

Salaries advanced for account of Educational and Recreational Fund	2,696.40
Total Disbursements	15,445.35

Balance June 30, 1940

In bank	4,500.76
Petty cash funds	400.00
Total	\$ 4,900.76
	\$20,346.11

\$20,346.11

Audited by
FREDERICK FISCHER, JR.
Member of the American Institute of Accountants.

Respectfully submitted,

MRS. GEORGE S. FRANKLIN,

Treasurer.

MRS. GEORGE S. FRANKLIN, *Treasurer*.
Bellevue Training School for Nurses, Inc.
26th Street and First Avenue
New York, N. Y.

Dear Madam:

Pursuant to engagement I have made an examination of the recorded cash receipts and disbursements of the general fund checking account of the

BELLEVUE TRAINING SCHOOL FOR NURSES, INC.
for the six months ended June 30, 1940 and present herewith the following statement:

*Statement of Cash Receipts and Disbursements of the
General Fund Checking Account for the Six Months
Ended June 30, 1940*

In connection with the foregoing I examined or tested accounting records and other supporting evidence including confirmation of cash by inspection or certificate obtained from the depository. All recorded cash receipts were deposited in bank and all expenditures were supported by signed vouchers.

In my opinion based upon such an examination the accompanying statement sets forth the recorded cash receipts and disbursements of the general fund for the six months ended June 30, 1940.

Very truly yours,

FREDERICK FISCHER, JR.
Certified Public Accountant.

New York, N. Y.
September 3, 1940.

REPORT OF THE ALUMNAE ASSOCIATION OF THE BELLEVUE TRAINING SCHOOL FOR NURSES, 1939-1940

The Board of Directors and the Alumnae Association have held regular monthly meetings from September 1939 to May 1940, inclusive.

The activities of the Progress Committee have made Alumnae meetings both educational and entertaining. An attempt to increase attendance at meetings was made by sending postcard notices to members within commuting distance.

Three Bingo parties and two formal dances have contributed materially to the General Fund. Proceeds of the last Bingo party, together with funds solicited in the hospital, were donated for the new wing of single rooms at Nurses' House.

The Annual Tea to the Graduating Class was distinctive for its simplicity and enjoyment.

The proceeds of a Rummage Sale added to the Emergency Fund of the Registry Committee.

Due to the generosity of members, contributions to the Annual Red Cross Drive exceeded past years by a little more than half.

Annual Christmas remembrances to the sick, convalescent, needy and infirm included thirty-one Bellevue graduates and Alumnae members.

We trust flowers for members who were ill, as well as nursing care when necessary, brought material help to the individuals.

Our tribute to Jane A. Delano in the form of a Memorial Day Wreath was placed on her grave in Arlington.

Two commendable editions of the Bulletin have been published since last May.

Statistics concerning our membership and disbursement of funds are as follows:

MEMBERSHIP

Resident Members	503
Non-Resident Members	192
Associate Members	97
Life Members	9
Honorary Members	2
Charter Member—Lavinia L. Dock.....	1

1939 Total Membership..... 804

Reinstatements	117
New Members	88
Deaths	12

PENSION FUND

Total receiving members	92
New receiving members	2
New members joined	2
New members completed payment.....	2
Deaths	2

CARRIE J. BRINK FUND

Carrie J. Brink Memorial Library Fund	
Total Income 1939.....	\$389.87
Disbursement for the purchase of books for the Memorial Library located at 440 East 26th Street.....	208.58

DISBURSEMENTS FROM BENEVOLENT FUNDS

Jane A. Delano Fund.....	326.16
Alice Keteltas Fund.....	359.18
Mary DeWitt Cuyler Fund.....	765.00
Payment from Sick Fund.....	505.00

Total Disbursements	\$1,955.34
---------------------------	------------------

Respectfully submitted,

ELSIE PALMER,
President, Bellevue Alumnae Association.

REGISTRY REPORT

1940

The following is a report of the Bellevue Alumnae Registry for the year extending from May 1, 1939 to April 30, 1940, as presented at the annual meeting of the Alumnae Association by Alice Benedict, retiring registrar:

Number of calls received	4,321
Physicians calls	485
Hourly and Treatment.....	26

Department of Hospital Calls

Bellevue	1,470
Cancer and Neurological.....	5
City Hospital	85
Fordham	525
Gouverneur	60
Greenpoint	220
Harlem	1
Kings County	1
Lincoln	1
Metropolitan	155
Morrisania	811
Queensboro	38
Queens General	297
Willard Parker	45

Private Hospital Calls

New York	4
Post Graduate	7
Ruptured and Crippled	61

Other Calls

Camp	20
Department of Parks.....	3
FBI	2
Industrial position	1
Institutional positions	8
Calls cancelled	143
Calls not filled	91
Called filled	4,087

Calls filled as follows:

Bellevue	2,059
City	540
Metropolitan	459
Bellevue Men	28
Brooklyn Bureau	3
Central Nurses' Registry.....	6
Laurelton Nurses' Registry....	203
Nursing Bureau of Manhattan and Bronx	42
Nurses' Service Bureau.....	747

Census—April 30, 1940

Bellevue	87
City	17
Metropolitan	13

The New York Academy of Medicine

DUE IN TWO WEEKS UNLESS RENEWED
NOT RENEWABLE AFTER 6 WEEKS

[illegible]

EHRMAN MEDICAL LIBRARY-NYU MEDICAL CTR.



3 5090 0027 7759 7